

**Town of Carbonear**  
**Regular Council Meeting March 12, 2024**  
Minutes of a regular meeting of the Council of the Town of Carbonear held  
In Council Chambers, March 12, 2024 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  
                                      & Public Works                      Ian Farrell  
                         EDTO    Kerri Abbott

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1.    Calling of Meeting to Order  
      Mayor Butt welcomed those present at the meeting and called the meeting to order at 5:32pm. The meeting is being broadcasted through YouTube.
  
  2.    Approval of the Agenda for March 12, 2024 Regular Meeting  
      Deputy Mayor Slade asked that an item be added to the agenda: 6.2 b)  
      WSP E&I Canada Limited. - Re. Grassey Lane Water Sewer Storm  
      Upgrades, Project # 17-GI-23-00047 - Result of tender &  
      Recommendation to Award contract  
      **Motion 24-059    S. Slade / P. Snow**  
      a)    *Resolved to adopt the agenda for the March 12, 2024 Regular Council Meeting with the addition of:*  
             6.2 b) WSP E&I Canada Limited.  
             Re. Grassey Lane Water Sewer Storm Upgrades, Project # 17-GI-23-00047 - Result of tender & Recommendation to Award contract.  
             Favour 7; Opposed 0; **Carried**
  
  3.    Adoption of the minutes  
      a)    Regular Meeting – February 27, 2024  
             **Motion 24-060    C. O'Grady / R. Noel**  
             *Resolved to adopt the minutes of the February 27<sup>th</sup>, 2024 Regular Meeting of Council as presented.*  
             Favour 7; Opposed 0; **Carried**

- b) Special Meeting – February 29, 2024  
**Motion 24-061** **S. Slade / M. Seymour**  
*Resolved to adopt the minutes of the February 29<sup>th</sup>, 2024 Special Meeting of Council as presented.*  
Favour 7; Opposed 0; **Carried**

4. Business Arising from Minutes

- a) Winter Operations Maintenance Plan  
**Motion 24-062** **S. Slade / P. Snow**  
*Resolved that the Town of Carbonear adopt the W.14 Winter Operations Maintenance Plan as prepared by the Director of Operation and Public Works.*  
Favour 7; Opposed 0; **Carried**  
Councillor Doyle asked if the Town owned blue zones could be specifically included in the document.  
Councillor O’Grady suggested that the clean up of salt/sand on our streets be included in the document.  
The Director indicated this document can be updated as needed.  
CAO noted that other plans will be added as we improve our policies and procedures.

5. Proclamations / Presentations / Delegations

- a) Purple Day March 26 Proclamation to be signed.  
**Motion 24-063** **S. Slade / M. Seymour**  
*Whereas, Purple Day is a global effort to promote Epilepsy Awareness in countries around the world; and*  
*Whereas, Purple Day was founded by nine-year-old Cassidy Megan of Nova Scotia, who wanted to let people know that if you have epilepsy you are not alone; and*  
*Whereas, Epilepsy is a chronic neurological disorder, which affects each person differently, estimated to affect more than 10,000 people in Newfoundland and Labrador, over 300,000 people in Canada, and 50 million people worldwide; and*  
*Whereas, one in ten persons will have at least one seizure during their lifetime; and*  
*Whereas, the public is often unable to recognize common seizure types, and unable to respond with appropriate first aid; and*  
*Whereas, Purple Day will be celebrated on March 26th annually to increase understanding, reduce stigma, and improve the quality of life for people living with epilepsy throughout the country and globally.*  
*Therefore, be it resolved that the Town of Carbonear do hereby proclaim March 26th as Purple Day in an effort to raise awareness and*

*understanding of epilepsy, and to support all those who live with seizures each day.*

Favour 7; Opposed 0; **Carried**

6. Permits and Correspondence

6.1 Permit Listing # 10443-10444

Councillor Doyle asked Council to review the list for any possible conflicts.

**Motion 24-064**

**D. Doyle / C. O'Grady**

*Resolved to approve permits # 10443-10444 as per the applications received and conditional upon 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**

6.2 Correspondence, requiring Council's decision

Meridian Engineering Inc. regarding 17-GI-23-00002 Adelaide Street

a) Phase 2 - Result of tender. Recommendation to award.

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

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

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

Councillors O'Grady, Seymour and Snow left their seats at the Council table and moved to the public gallery.

**Motion 24-065**

**S. Slade / D. Doyle**

*Whereas a public tender call was issued for construction on 17-GI-23-00002 – Adelaide Street Phase 2; and*

*Whereas the engineering consultant has reviewed the tenders received and is recommending award to the preferred bidder;*

*Be it resolved to award a contract to Cougar Engineering and Construction Ltd for \$1,523,750.00 including HST; and*

*Be it further resolved to reduce the scope to within the approved funding amount.*

Favour 4; Opposed 0; **Carried**

The Director of Operations and Public Works noted that we have applied for additional funding for this project, and if approved, we could increase the scope again.

Councillors O'Grady, Seymour and Snow returned to their seats at the Council table.

b) WSP E&I Canada Limited.

Re. Grassey Lane Water Sewer Storm Upgrades, Project # 17-GI-23-00047 - Result of Tender & Recommendation to Award contract

**Motion 24-066**

**S. Slade / R. Noel**

*Whereas a public tender call was issued for construction on 17-GI-23-00047 – Grassey Lane Water Sewer Storm Upgrades, and*

*Whereas the engineering consultant has reviewed the tenders received and is recommending award to the preferred bidder,*

*Be it resolved to award a contract to Cougar Engineering and Construction Ltd for \$299,805.00 including HST.*

*Be it further resolved that council will fund the estimated deficit of \$4,041.39 from the capital debt charges budget and/or the Department of Public Works budget.*

Favour 7; Opposed 0; **Carried**

6.3 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Government NL

- Department of Transportation and Infrastructure regarding construction contract award letter template. *Forwarded to the Chief Administrative Officer and the Director of Operations and Public Works.*
- Department of Environment and Climate Change, Water Resource Management regarding Basic Water Chemistry for operators. *Copied to the Director of Operations and Public Works*
- Department of Municipal and Provincial Affairs regarding Ultimate Recipient Annual Expenditure Report Information package. *Copied to Administration and Finance committee.*

b) Newfoundland Power regarding business energy forum, March 19, 2024. Copied to the Chief Administrative Officer. *Councillor Doyle requested this invitation be forwarded to all council members.*

c) Society of St. Vincent DePaul regarding Kettle's on Community Meal, March 28 at the Community Room 11:30 am to 1:30 pm. *Copied to Council and Staff.*

*Deputy Mayor Slade noted this is great work by St. Vincent DePaul.*

d) Gunner's Pond Development Association Inc regarding fire protection services.

*Forwarded to the Administration and Finance committee*

e) Dalton Assembly 4<sup>th</sup> Degree regarding High School Speaking Competition, March 10, 2024, Knights of Columbus. Request to advertise on social media.

*Forwarded to Chief Administrative Officer.*

- f) International Women's Day, March 8, North River. Invitation to attend.  
*Forwarded to the Chief Administrative Officer and the Town Clerk.*

7. Committee Reports

- a) Recreation, Special Events, Culture and Tourism

Councillor Seymour noted the following:

- working on accessible playground design
- Aerobics program at pool – No issues
- Received approval of funding for New Horizons for Seniors
- EDTO will make application to hire a bilingual student for the summer season through the Museum Assistance Program

Councillor Seymour encouraged people to get out and enjoy the snow with some winter activities.

Councillor Seymour thanked the Special Events Committee for the Winter Carnival events.

Deputy Mayor Slade noted the pool was closed several times, posts were put out on social media.

CAO noted she was not aware of the closures, however she will follow up with the Recreation Director.

- b) Economic Development, Planning and Land Use Development  
Councillor Doyle advised the committee met on March 7 and noted the following:

- Presentation on business proposal which will require further discussion before proceeding
- Proceeding with action on several items
- There are questions on various applications that require additional information
- Inquiry on new dwelling application and what is required for the development.
- Received a revised plan for residential development application.
- Quarterly our EDTO will provide feedback on our shared information and ads.

The following motions are recommended.

**Motion 24-067**

**D. Doyle / R. Noel**

*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 complete exterior renovations to the building at 167 Water Street, conditional upon requirements of the Heritage zone;*
- *to construct an oceanside deck at 183 Water Street conditional*

*upon applicable approval from Crown Lands, Water Resources and other applicable government department and agencies;*

- *to operate a new business (Ice Cream Parlor) at 187 Water Street conditional upon receipt of approval from Service NL and other applicable government departments and agencies;*
- *to operate a new business (Music Studio) at 193 Water Street conditional upon receipt of approval from Service NL and other applicable government departments and agencies;*
- *to relocate existing business to 126 Water Street subject to receipt of approval from Service NL and other applicable government departments and agencies;*
- *to vary the maximum lot coverage required by 9.4% to construct a 4-unit apartment building at 33 Crowdy Street conditional upon the following:*
  - *no objections to the variance notice and the discretionary use notice;*
  - *obtaining approvals from Service NL and/or other applicable government departments and agencies;*
  - *the application being referred back to committee and council for further review if objections are received in response to the discretionary and variance notices distributed and/or advertised.*

Favour 7; Opposed 0; **Carried**

**Motion 24-068**

**D. Doyle / C. O'Grady**

*Resolved to send a Removal Order to the property owner of 22 Grasse Lane to remove the fence constructed on the property in non-compliance with the maximum fence height.*

Favour 7; Opposed 0; **Carried**

**Motion 24-069**

**D. Doyle / M. Seymour**

*Resolved to refuse the application to construct an accessory building at 42 Valley Road since the proposed development exceeds the maximum lot coverage in the RMD Zone.*

Favour 7; Opposed 0; **Carried**

Councillor Doyle noted that some of council met with the planning consultant, Ian Watson to review the proposed draft plan, council had questions and some items are being revised. The revised draft will be available to the public on Friday and then there will be a public consultation on Thursday, March 21 @ 6:30pm in the council chambers. Councillor Doyle noted that this is an opportunity for

residents and property owners to have their opinion heard on the document for our Municipal Plan and Development Regulations. The consultant will also be available for individual consultations in the Community Room on Friday, March 22.

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Operations and Public Works

The Director reviewed the following items from his report:

Infrastructure and Public Works

- Crews are working on widening roads, clearing sidewalks, and parking lots. Cleaning out catch basins as well.

Capital Projects

Adelaide Street Water Sewer and Road Upgrades Phase 2

- Tender call issued and closed. Council to make decision re award.

Grassey Lane Water Sewer Storm Upgrades

- Tender is closed, awaiting recommendation from consultant.

Adelaide Street Water Sewer and Road Upgrades (Phase 1)

- Project record documents received. Project to be closed out.

Deputy Mayor Slade thanked the operators and staff for doing a great job snow clearing during the recent storm.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 262,476.60

**Motion 24-070**

**C. O'Grady / P. Snow**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$262,476.60 as submitted to Council.*

Favour 7; Opposed 0; **Carried**

10. Regulations for Adoption

No regulations listed.

11. Notices of Motion

No notices of motions were filed.

12. New Business

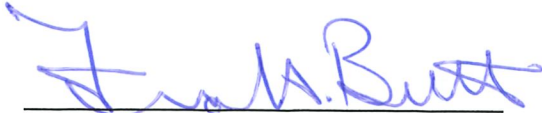
Mayor Butt extended birthday greetings to Mrs. Phillis Butt, who is 90 years old today.

13. Adjournment

**Motion 24-071**

**S. Slade / R. Noel**

Resolved that the meeting adjourn at 6:10pm and that Council meet again for a Regular Council Meeting on Tuesday, March 26<sup>th</sup> at 5:30pm.  
Favour 7; Opposed 0; **Carried**



\_\_\_\_\_  
Mayor Frank Butt



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Cathy Somers, Town Clerk