

**Town of Carbonear**  
**Regular Council Meeting May 28, 2024**

Minutes of a regular meeting of the Council of the Town of Carbonear held  
In Council Chambers, May 28, 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 5:30pm. The meeting is being broadcast by YouTube.  
Mayor Butt welcomed Miss Olivia Bradbury from the Shoreline and former MEO Gord Parsons who are in attendance at today's meeting.
  
  2. Approval of the Agenda for May 28, 2024 Regular Meeting  
CAO requested to have two items added under Section 6.2 of today's agenda which requires Council's decision.  
a) *Municipal Plan Amendment and Development Regulations Amendment*  
b) *Easement agreement and release of easement for 217-221 Water Street*  
**Motion 24-150 S. Slade / R. Noel**  
*Resolved to adopt the agenda for the May 28, 2024 Regular Council meeting as distributed to Council with the addition of the following items under*  
6.2 *Requiring Council's decision*  
a) *Municipal Plan Amendment and Development Regulations Amendment*  
b) *Easement agreement and release of easement for 217-221 Water Street.*  
Favour 7; Opposed 0; **Carried**
  
  3. Adoption of the minutes  
a) Regular Meeting – May 14, 2024  
**Motion 24-151 C. O'Grady / P. Snow**  
*Resolved to adopt the minutes of the May 14<sup>th</sup>, 2024 Regular Meeting of*
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Council as presented.  
Favour 7; Opposed 0; **Carried**

b) Special Meeting – May 22, 2024

**Motion 24-152** **S. Slade / R. Noel**

*Resolved to adopt the minutes of the May 22<sup>nd</sup>, 2024 Special Meeting of Council as presented.*

Favour 7; Opposed 0; **Carried**

*Councillor Doyle noted that Council decided to take away several planters that were placed in Phase 2 of the Water Street project, but we have no alternate plan to put greenery into the space. She worries that the decision was made too hastily and that Council should meet soon to determine the plan for green space plans for Phase 2 and Phase 3 of the Water Street projects. Greenery, flowers, trees and shrubs are what people like to see.*

*Deputy Mayor Slade noted that we did not make the decision hastily. The decision was based on logic.*

*Councillor Snow noted that he acknowledges the need for green space, but removing the planters provides better access for people along the downtown, especially in the area of the Post Office building.*

4. Business Arising from Minutes  
No business arising.

5. Proclamations / Presentations / Delegations

a) Shriners Awareness Day – June 6, 2024. Proclamation to be signed.

**Motion 24-153** **C. O'Grady / P. Snow**

**WHEREAS:** OVER 1000 CHILD PATIENTS AND THEIR FAMILIES FROM NEWFOUNDLAND AND LABRADOR HAVE RECEIVED NECESSARY AND LIFE-ALTERING SUPPORTS FROM THE SHRINERS ORGANIZATION;

**WHEREAS:** 5,000 CHILDREN A YEAR ARE BORN WITH A FACIAL DEFORMITY KNOWN AS CLEFT LIP OR CLEFT PALLET AND REQUIRE CRANIOFACIAL SURGERY;

**WHEREAS:** MORE THAN 100,000 CHILDREN ARE HOSPITALIZED FOR BURN INJURIES ANNUALLY;

**WHEREAS:** MANY FAMILIES THROUGHOUT NORTH AMERICA DO NOT HAVE SUFFICIENT INSURANCE OR FINANCIAL SUPPORTS TO COVER TREATMENT FOR ORTHOPEDIC MALFORMATIONS, BURN TREATMENTS, SPINAL INJURIES, CRANIOFACIAL SURGERY, AND CONTINUOUS CARE FOLLOWING ANY LIFE-ALTERING SURGERY;

**WHEREAS:** OVER 1.5 MILLION CHILDREN HAVE BEEN ASSISTED THROUGH THE 22 SHRINERS CHILDREN'S HOSPITALS, INCLUDING OVER 100,000 PATIENTS ANNUALLY;

**NOW THEREFORE:** THE TOWN OF CARBONEAR. DO HEREBY PROCLAIM JUNE 6, 2024 AS "SHRINERS AWARENESS DAY" IN THE TOWN OF CARBONEAR.

Favour 7; Opposed 0; **Carried**

6. Permits and Correspondence

6.1 Permit Listing # 10510-10536

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

Mayor Butt declared a conflict of interest on Permit #10517 as it is for his brother.

**Motion 24-154** **D. Doyle / P. Snow**

*Resolved to approve permits # 10510-10536, excluding #10517 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**

Mayor Butt moved to the public gallery

Deputy Mayor Slade assumed the position of Chair.

**Motion 24-155** **D. Doyle / P. Snow**

*Resolved to approve permits # 10517 as per the application 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 6; Opposed 0; **Carried**

Mayor Butt returned to his position at the Council table and assumed the position of Chair.

Councillor Doyle reminded property owners to check with the office to determine if a permit is required before proceeding with any work on their property. General Repairs, or any new construction requires a permit from council, so before commencing any work on your property, check with the town about obtaining a permit and to allow time for staff to review the applications.

6.2 Correspondence, requiring Council's decision

a) Upland Planning and Design

RE: Municipal Plan and Development Regulations Amendment MPA – 2024-29, DRA 2024-41 and DRA-2024-42

**Motion 24-156** **D. Doyle / P. Snow**

*Resolved that Council maintain the amendments proposed under Municipal Plan Amendment MPA-2024-29, Development Regulations Amendment DRA-2024-41, & Development Regulations Amendment DRA-2024-42 as considered by Council on April 3, 2024, and authorize their submission to Municipal and Provincial Affairs for review under Section 15 of the Urban and Rural Planning Act, 2000.*

Favour 7; Opposed 0; **Carried**

- b) 217-221 Water Street, easement required for town storm sewer due to sale.

Councillor Noel declared a conflict of interest as the matter of this sale relates to his daughter. Councillor Noel moved to the public gallery for this portion of the meeting.

**Motion 24-157**

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

*Resolved to release the Right of Way on property at 217-221 Water Street per the location plan provided as the infrastructure in the right of way is abandoned and no longer required; and  
Be it Further Resolved that the Mayor and the Town Clerk sign the release on behalf of Council.*

Favour 6; Opposed 0; **Carried**

**Motion 24-158**

**S. Slade / M. Seymour**

*Resolved to approve the sewer easement agreement on property at 217-221 Water Street per the location plan provided; and  
Be it Further Resolved that the Mayor and the Town Clerk sign the agreement on behalf of Council.*

Favour 6; Opposed 0; **Carried**

Councillor Noel returned to his seat at the Council table.

6.3 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

- a) Property owner Hoyles Road, neighbouring complaint and privacy concern. Forwarded to Economic Development, Planning and Land Use Development committee.
- b) Government of NL
- Department of Transportation and Infrastructure  
RE: Changes to MI Master Specification. Forwarded to Chief Administrative Officer and the Director of Operations and Public Works
  - Department of Municipal and Provincial Affairs regarding 2024 Municipal Budget submission form. Forwarded to Chief Administrative Officer and Town Clerk.
  - Department of Justice and Public Safety regrading Province Wide Radio System. Copied to the Chief Administrative Officer and the Fire Department
- c) Municipal Assessment Agency regarding 2024 Clar Simmons Scholarships. Any child, grandchild or ward of a municipal council or municipal employee or retiree (living or deceased) in a community served by MAA graduating in 2024. Deadline August 23, 2024. Forwarded to Council and Staff.
- d) Crohn's and Colitis Canada regarding request for donation. Forwarded to Administration and Finance committee

- e) Mariner Resource Opportunities Network Inc requesting letter of support. Forwarded to Administration and Finance committee  
Councillor Doyle asked if letter can be provided. *The request will be reviewed by the Finance Committee. Councillor Doyle noted that she feels Council need to support the MRON request.*
- f) Memorial University, Distributed Medical Education – Community Connection Visit round table discussion 6:30-8:30 p.m. Friday, June 13, 2024, CBRCC. Copied to Council.
- g) Legendary Coasts regarding invitation to Municipalities and Local Service Districts to attend a follow up tourism opportunities session - Baccalieu Coastal Drive at the Town of Heart's Content Recreation Centre, June 5, 2024 from 9:30 am to 3 pm. Copied to Council, Administration and the Economic Development and Tourism Officer.
- h) Property owner, White's Road request for speed bump Forwarded to the Public Works, Waste Management and Community Services committee.

7. Committee Reports

- a) Public Works, Waste Management and Community Services  
Deputy Mayor Slade advised Council could review the minutes of the meeting.  
Deputy Mayor Slade presented the following motion recommended by the committee;  
Mayor Butt inquired about any conflicts on this property.  
No conflicts were noted.

**Motion 24-159**

**S. Slade / R. Noel**

*Resolved to send order to repair or demolish dilapidated building situate at 164 Water Street.*

Favour 7; Opposed 0; **Carried**

Councillor O'Grady noted that the building on The Gap Road was demolished today.

- c) Economic Development, Planning and Land Use Development  
Councillor Doyle advised the committee met on May 23, 2024.  
Councillor Doyle noted the following from the committee meeting:
  - Dealing with several issues with fences
  - EDTO is going to schedule meeting with the developer for family rental units, hopefully by next meeting we will have a date.
  - Several applications were reviewed.
  - Several correspondences were reviewed
  - Under new business, the EDTO advised the following:

- Yolo is supplying the town with graphics to help promote the town and attract young families.
  - On June 13 @ 6:30pm representatives from Distributed Medical Education, Faculty of Medicine, Memorial University and the province will be having a round table discussion focused on how we can further engage with the Clinical Faculty, Medical Services and Community partners to enhance medical education and recruitment and retention in our region. Information on this has been shared with Council.
- Ongoing items – Committee is waiting on approvals and additional information from the applicants/interested parties, etc. Will process further when information is received.

Councillor Doyle presented the following motions:

**Motion 24-160**

**D. Doyle / P. Snow**

*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 interior and exterior renovations at 2-4 Bannerman Street conditional upon receipt of approval from Service NL and other applicable government departments and agencies;*
- *to complete renovations at 48 Powell Drive conditional upon receipt of approval from Service NL and other applicable government departments and agencies;*
- *to complete building repair at 190 Water Street conditional upon requirements of the Heritage zone*

Favour 7; Opposed 0; **Carried**

**Motion 24-161**

**D. Doyle / M. Seymour**

*Resolved to approve a separate electrical service for an accessory building at 12 Valley Road.*

Favour 7; Opposed 0; **Carried**

**Motion 24-162**

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

*Resolved to refuse a permit to construct an extension to the dwelling at 58 Earle's Lane as the development is not in compliance with the Town of Carbonear Development Regulations.*

Favour 7; Opposed 0; **Carried**

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

CAO reviewed the following from the summary provided for April 30, 2024 at May 24, 2024.

Budgeted Tax Revenue is \$5,804,529. Tax revenue levied is \$5,833,189. This is \$28,660 above tax revenue budgeted. There may be other adjustments throughout the year that will change this difference but there is nothing significant expected at this time.

#### Expenses

A breakdown of expenses comparison of Actual to Budget for each department was provided.

If expenses were spent equally throughout the year, there would be 33.3% spent to date. All departments are within budget.

Administration is up slightly because of Insurance and software support, etc. that is invoiced early in the year for the entire year.

b) Director of Operations and Public Works

The director reviewed the following from his report with Council:

#### Infrastructure and Public Works

- Seasonal Workers have been called back.
- Crews have begun fixing potholes
- Crews have begun line painting, street markings, and painting stalls on parking lots
- Grading operations have begun

#### Facilities

- Regular inspections will be carried out per policy.
- Minor maintenance activities are being carried out, such as touch-up painting, cleaning rust, replacing boards, etc.

#### Municipal Enforcement

MEO has been in contact with contractors regarding traffic control plans, opening hydrants, lifting manholes, equipment on street, etc.

#### Capital Projects

##### MYCW Lemarchant Road Extension

Consultant has performed preliminary work regarding test pits, and must finalize prelim surveying prior to finalizing the design. Expecting survey to be completed this or next week.

##### ICIP Beach Road Sewer Upgrading

IFR documents received and some feedback provided. Awaiting environment permit.

##### Adelaide Street Water Sewer and Road Upgrades Phase 2

Construction work is progressing.

##### Grassey Lane Water Sewer Storm Upgrades

Construction kickoff meeting is planned for next week.

##### 2022 Paving Program

Awaiting spring resumption of activities.

##### Powell Drive Street Upgrading Phase 2

Awaiting final close-out from consultant and contractor.

##### Water System Modelling

Consultant has visited the Town for preliminary investigation. Consultant to provide draft of the general layout for discussion with the Town.

2024 Paving Program

List of streets drafted to go to committee tomorrow.

Draft Motions for Council Resolution

**Motion 24-163** **S. Slade / R. Noel**

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

*Whereas the Department of Transportation and Infrastructure 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 pick-up of ice control materials;*

*Be It Resolved that the Carbonear Council adopts the Site-Specific Health and Safety Plan for the pick-up of ice control materials at the Transportation and Works Depot at Route 70, Birch Hills, Bay Roberts.*

Favour 7; Opposed 0; **Carried**

**Motion 24-164** **S. Slade / D. Doyle**

*Whereas quotes were requested for the supply and installation of a Platform Stairlift, for the Town of Carbonear Princess Sheila NaGeira Theatre, and*

*Whereas Fusion Elevator is the preferred bidder,*

*Be It Resolved to contract Fusion Elevator to supply and install one (1) Garaventa XPRESS 11 Stair Platform Lift, for the sum of \$31,900.00 + HST.*

Favour 7; Opposed 0; **Carried**

Deputy Mayor Slade thanked the workers today for the line painting.

Deputy Mayor thanked the MEO for going out and identifying all the homes who do not have civic numbering.

Councillor Doyle asked about the traffic paint and why was it that it didn't last long, and was faded out in the fall. Director advised they are using a water base paint rather than oil base, as it is easier on the equipment and easier for the workers' use. Crews will touch up as needed.

Inquiry as to when will corrections be made for the Valley 3 Project, is there an anticipated start date. CAO advised there was a meeting with the town's lawyer, and we are trying to finalize a settlement agreement and get the work completed this season.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 49,394.66



**Motion 24-165**

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

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$49,394.66 as submitted to Council.*  
Favour 7; Opposed 0; **Carried**

10. Regulations

No regulations listed.

11. Notices of Motion

No notices of motions were filed.

12. New Business

a) Announcements

Mayor Butt noted the following events:

- 90<sup>th</sup> birthday Doreen Barrett
- 50<sup>th</sup> Anniversary of the United Church
- 70<sup>th</sup> Anniversary of Noel Motors
- Thanked the Train Station ladies, who dressed in 40s attire by the train to bring awareness to it as they are trying to obtain funding for the train from Coca-Cola
- Attended a Kiwanis event and provided info on the 2024 budget process.

13. Adjournment

**Motion 24-166**

**S. Slade / R. Noel**

*Resolved that the meeting adjourn at 6:09pm and that Council meet again for a Regular Council Meeting on Tuesday, June 11<sup>th</sup> at 5:30pm.*  
Favour 7; Opposed 0; **Carried**

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Mayor Frank Butt

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Cathy Somers, Town Clerk

**Motion 24-165**

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

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Favour 7; Opposed 0; **Carried**

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No regulations listed.
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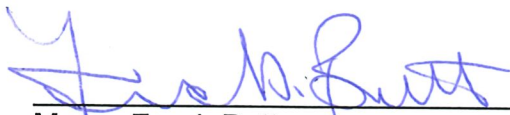
13. Adjournment

**Motion 24-166**

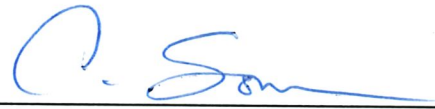
**S. Slade / R. Noel**

*Resolved that the meeting adjourn at 6:09pm and that Council meet again for a Regular Council Meeting on Tuesday, June 11<sup>th</sup> at 5:30pm.*

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk