



4. Business Arising from Minutes  
No business arising.

5. Proclamations / Presentations / Delegations  
None listed.

6. Permits and Correspondence

6.1 Permit Listing # 10715-10723

Councillor Doyle asked Council to review the permit listing for possible conflicts. Mayor Butt declared a conflict of interest on permit #10718 as this is for his sister's property.

**Motion 24-323**

**D. Doyle / P. Snow**

*Resolved to approve permits # 10715 - 10723, omitting 10718 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 then moved to the public gallery.

Deputy Mayor Slade assumed the position of Chair.

**Motion 24-324**

**D. Doyle / P. Snow**

*Resolved to approve permit # 10718 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 seat at the Council table and assumed the position of Chair.

6.2 Correspondence, requiring Council's decision  
None listed.

6.3 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Government of NL

- Department of Municipal and Provincial Affairs

RE: Circular to Town and Local Service District

- The Minister of Municipal and Provincial Affairs has issued a General Election Deferral Order declaring the 2025 municipal general election be held on, Thursday, October 2, 2025. Copied to the Town Clerk and CAO
- NL Public Health Laboratory, Test results of water samples collected on April 6, May 29, June 6, June 21 and July 8 at North Atlantic, Esso, Shell and the TC Square Mall. All Results marked satisfactory except the mall. Will be repeated. Copied to the Chief Administrative Officer and the Director of Operations and Public Works
  - Department of Justice and Public Safety regarding Wildfire Preparation Day. Funding applications open November 1, 2024. Copied to the Volunteer Fire Department
  - Department of Children, Seniors and Social Development regarding approval in the amount of \$9,900 approved to support the completion of the age-friendly assessment and action plan. Copied to the Recreation, Special Events, Culture and Tourism committee
  - Department of Transportation and Infrastructure regarding deadline for application for Federal Rural Transit Solutions Funding is November 28, 2024. Forwarded to Public Works, Waste Management and Community Services committee.
  - Department of Transportation and Infrastructure regarding call for applications for the 2025-2026 Municipal Capital Works. The application deadline is November 29, 2024. Copied to the Chief Administrative Officer, Director of Operations and Public Works and the Public Works, Waste Management and Community Services committee.
- b) **Legendary Coast**
- Annual General Meeting, November 27, 9 am to 3 pm at the Wilds
  - Vacant Positions
  - Voting information
- Copied to Council, Chief Administrative Officer and Economic Development Officer
- c) **Carbonear Collegiate** regarding information to attend Remembrance Day Assembly, Friday, November 8 at 11:30 am. Copied to Council. The mayor confirmed his attendance
- d) **Property owner, Fraize Avenue** regarding concerns with neighbouring property. Copied to the Public Works, Waste Management and Community Services committee
- e) **Society of Saint Vincent DePaul** regarding annual Turkey Food Drive, Home Hardware, December 6 from 8 am to 4 pm. Carbonear Home Hardware Parking lot. Copied to Council and staff
- f) **Splash Centre** regarding news release in response of the increase in criminal activity in the region. Copied to Council

- g) Eastern Regional Service Board regarding bulk collection for 2025. Forwarded to the Public Works, Waste Management and Community Services committee.
- h) Communities in Bloom Evaluation report for 2024. Forwarded to Recreation, Special Events, Culture and Tourism committee
- i) Town of Harbour Grace regarding request for a meeting with Council to discuss Conception Bay North Joint Council  
Copied to Council.
- j) Royal Canadian Legion, Branch 23 regarding Annual Poppy Campaign  
Forwarded to the Administration and Finance committee
- k) TC Square Mall / New Country regarding invitation to the Annual Toy Tree Opening on Thursday November 14<sup>th</sup>.  
Copied to Council and Staff.

7. Committee Reports

- a) Public Works, Waste Management and Community Services  
Deputy Mayor Slade presented the following from the Public Works Committee meeting:

**Motion 24-325**

**S. Slade / M. Seymour**

*Resolved to approve the installation of a street sign naming Pelley's Lane located between 7 & 9 Park Avenue conditional upon the property owner(s) agreeing to be assigned new civic addresses on Pelley's Lane to prevent further confusion for emergency responders and delivery drivers in locating the property.*

Favour 7; Opposed 0; **Carried**

**Motion 24-326**

**S. Slade / R. Noel**

*Resolved that the Town of Carbonear proceed to tender for the purchase of a Pickup Truck in accordance with the Vehicle and Equipment Replacement Acquisition Policy and per the Public Procurement Act.*

Favour 7; Opposed 0; **Carried**

**Motion 24-327**

**S. Slade / P. Snow**

*Resolved that the Town of Carbonear purchase 3 new bunker suits from Fire House Supply in the amount of \$2,484.71 each plus HST.*

**Motion 24-328**

**S. Slade / M. Seymour**

*Resolved that the Town of Carbonear advise the Eastern Regional Service Board that they will continue with an annual oversize items collection in 2025 with the annual fees for curbside service beginning January 1, 2025 at a rate of \$225 per unit.*

Favour 7; Opposed 0; **Carried**

Deputy Mayor Slade raised the issue of a request for guide rail behind the property of 2 Bunker Hill.

Discussed.

Councillor Doyle would like to have further information on the matter and pictures of the area. Councillor Noel asked if a standard measurement can be determined as to when a guide rail would need to be installed.

CAO noted that the Director of Operations and Public Works was going to look into a solution for the matter. The Director advised that he searched different highway specification across Canada and the U.S. and could continue to look further for a standard. CAO advised that regardless of the decision on the matter now, the Director can continue his research on the matter for a suitable policy.

**Motion 24-329**

**S. Slade / M. Seymour**

*Resolved that the Town of Carbonear install a guide rail behind the property of 2 Bunker Hill.*

Favour 7; Opposed 0; **Carried**

b) Administration and Finance

Councillor O'Grady noted the following from the Committee meeting:

- Work has commenced on budget preparation
- Update on 2024 tax collection: Property Tax 90.02% collected; Water/Sewer Tax 88.94% collected; and Business Tax 95.64% collected. Statements are being sent out. Water disconnects will continue.
- Committee reviewed correspondence, regarding taxes. The committee does not recommend any adjustment.
- Eastern Regional Service Board, requesting the Town's preference on waste collection services for 2025. Council just voted on that matter.
- Municipal Assessment Agency, notification that there is no increase to the per parcel rate from 2024 to 2025 for the fee for assessment services provided to the town.
- Cheque will be prepared for the Poppy Campaign.
- CAO confirmed that Criminal Record and Vulnerable Sector checks are obtained for all town employees.
- Permit listing can be placed on the website.

CAO noted that Council can consider placing the permit list on the Town's website after adoption and asked if Council wants to approve that to be done.

Council agreed that the permit listing can be placed on the website after approval. CAO advised this would include the civic address and the work approved in the permit.

Mayor Butt asked if we eliminated the permit fees for minor work.

CAO confirmed that we did eliminate permit fees for minor work, CAO advised that a permit still has to be obtained, but there is no fee. There is still a \$15.00 permit fee for residential general repairs and other work for more significant repairs.

- Committee will be reviewing the town's policy relating to the current staff spending thresholds to determine if these rates need to be increased.

c) Recreation, Special Events, Culture and Tourism

Councillor Seymour noted the following from the Committee meeting:

- Suggesting to prepare an RFP for a consultant to complete a design for planned changes.
- Many compliments received on the Harvest Festival events and displays throughout town.
- Further work being done on seasonal events and displays.
- Congratulations to the CBN Warriors on their Friday Night Lights event.
- Thanked Councillor Doyle for accepting the Community in Bloom award on behalf of the town. Congratulations to all our staff and community volunteers who participate.

d) Economic Development, Planning and Land Use Development

Councillor Doyle noted the following from the Committee meeting:

- Any permit can be appealed.
- Home owner asked to extend work until spring to complete demolition. Committee agreed to the request.
- Plan review document will be sent to the province for review. Then there will be another public hearing for the public to review before it will be considered for approval and implementation.
- Christmas Theme this year is "Christmas Cheer in Carbonear". Our staff member, Janice Green came up with the theme. December 2<sup>nd</sup> is the date of the Tree Lighting this year. There will be entertainment in the Theatre, then we will go over to the pergola to light the tree.
- EDTO provided the committee with data on the yolo hits, target ages, etc.
- Some applications still pending on Service NL approvals.
- Considering declining a permit application to refund permit fee, due to land ownership issues.
- Motions recommended:

**Motion 24-330**

**D. Doyle / M. Seymour**

*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 renovate existing retail space at the TC Square Mall, conditional upon*

*receipt of approval from Service NL and other applicable government departments and agencies.*

Favour 7; Opposed 0; **Carried**

Mayor Butt declared a conflict of interest on the next motion being recommended as this relates to his brother's property. Mayor Butt moved to the public gallery and Deputy Mayor Slade assumed the position of Chair.

**Motion 24-331** **D. Doyle / R. Noel**

*Resolved to send a removal order to remove the advertising sign placed by the owner of 56 Valley Road as the home-based business is no longer operating.*

Favour 6; Opposed 0; **Carried**

Councillor Snow noted that the sign is no longer advertising the home-based business, it just indicates the civic number for the property.

CAO advised that if this is the case and it's only the house number, then if it meets the policy for house numbering, then it can stay and does not need to be removed.

Mayor Butt returned to his seat at the Council table.

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Operations and Public Works

The Director of Operations and Public Works presented the following from his report to Council.

Infrastructure and Public Works

- Equipment is ready for snow/ice conditions
- Awaiting DTI to advise when we can start picking up ice control materials.

Capital Projects

- Powell Drive Phase 3  
Limited call closed today. Will review and report to Committee.
- 2023 Paving Program  
Construction has begun.
- Adelaide Street Water Sewer and Road Upgrades, Phase 2  
Recently paved. Consultant to perform inspection for deficiencies.
- Grasse Lane Water Sewer Storm upgrades  
Awaiting removal of old poles.

Deputy Mayor asked if 2023 Paving is continuing. Director advised it will continue until it gets too cold for asphalt.

Councillor Doyle inquired about the schedule for Grasse Lane to be completed. Director advised they are waiting on pole removal now. Work will

continue if weather permits.

Deputy Mayor Slade asked if the contractor is responsible to maintain the site during the winter if the project is not finished. Director advised, yes, but he will double check the contract terms. CAO noted that there is more discretion with pavement going on Class A, then if pavement going on top of pavement. Storm sewer and concrete remaining to be done.

Deputy Mayor Slade asked if there is any further update on the Valley 3 project. CAO advised no further update that can be provided in public.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 82,461.64

**Motion 24-332** **C. O’Grady / P. Snow**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$82,461.64 as submitted to Council.*

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Water Street, Phase 2, Part B - Landscaping

Harris & Associates, Engineering Invoice # 7146..... \$27,598.39

Harris & Associates, Engineering Invoice # 7159.....\$2,271.25

Adelaide Street Upgrading Phase 2

Meridian Engineering Inc., Invoice number CC108306.....\$1,161.05

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

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

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

**Motion 24-333**

**C. O’Grady / M. Seymour**

*Resolved that the Town of Carbonear approve for payment the following capital invoices:*

Water Street, Phase 2, Part B - Landscaping

Harris & Associates, Engineering Invoice # 7146..... \$27,598.39

Harris & Associates, Engineering Invoice # 7159.....\$2,271.25

Favour 7; Opposed 0; **Carried**

Councillors O’Grady, Seymour and Snow moved to the public gallery.

**Motion 24-334**

**D. Doyle / R. Noel**

*Resolved that the Town of Carbonear approve for payment the following capital*



*invoices:*

Adelaide Street Upgrading Phase 2

Meridian Engineering Inc., Invoice number CC108306.....\$1,161.05

Favour 4; Opposed 0; **Carried**

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

10. Regulations for Adoption  
No regulations listed.

11. Notices of Motion  
No notices of motions were filed.

12. New Business

a) Announcements

Mayor Butt advised the following:

Toy tree opening is tomorrow evening at the TC Square. The Deputy Mayor and himself will be attending another meeting in Victoria at that time.

Councillor O'Grady will attend the Toy Tree Opening.

Presentation of Service Award

Mayor Butt presented Councillor Ray Noel with his Service Award for 12 years as a member of Council.

Council and staff congratulated Councillor Noel.

13. Adjournment

**Motion 24-335**

**S. Slade / M. Seymour**

*Resolved that the meeting adjourn at 6:15pm and that Council meet again for a Regular Council Meeting on Tuesday, November 26<sup>th</sup> at 5:30pm.*

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk