

Town of Carbonear
Regular Council Meeting October 22, 2024
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, October 22, 2024 at 5:30pm

Members Present: Mayor Frank Butt
Deputy Mayor Sam Slade
Councillors Danielle Doyle
Chris O'Grady
Peter Snow
Malcolm Seymour

Members Absent: Councillor Ray Noel

Also Present: CAO Cynthia Davis
Town Clerk / Director of Financial Operations Cathy Somers
Director of Operations & Public Works Ian Farrell
Director of Recreation Rob Button
EDTO Kerri Abbott

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 broadcast by Youtube. He welcomed those in attendance and those viewing online.
Mayor Butt asked for a moment of silence in memory of Jason Hogan who was a former member of the Carbonear Volunteer Fire Department.
Mayor Butt noted that Councillor Noel is off today, and we wish him a speedy recovery.
2. Approval of the Agenda for October 22, 2024 Regular Meeting
Motion 24-303 C. O'Grady / P. Snow
Resolved to adopt the agenda for the October 22nd, 2024 Regular Council meeting as distributed to Council.
Favour 6; Opposed 0; **Carried**
3. Adoption of the minutes
 - a) Regular Meeting – October 8, 2024
Motion 24-304 P. Snow / D. Doyle
Resolved to adopt the minutes of the October 8th, 2024 Regular Meeting of Council as presented.
Favour 6; Opposed 0; **Carried**

4. Business Arising from Minutes
No business arising.

5. Proclamations / Presentations / Delegations
None listed.

6. Permits and Correspondence

6.1 Permit Listing # 10704-10714

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

Motion 24-305 **D. Doyle / P. Snow**

Resolved to approve permits # 10704 – 10714, omitting # 10709 which is Void 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 6; Opposed 0; **Carried**

Councillor Doyle noted that we have 18 new dwellings and 15 new business (5 Home-based and 10 Commercial) permits issued to date in 2024.

6.2 Correspondence, requiring Council's decision
None listed.

6.3 Correspondence received and action taken

Council reviewed the following correspondence received and action taken:

a) Government of NL

- Department of Municipal and Provincial Affairs regarding 2024 Home Heating Supplement Program. Information placed in lobby

b) Property Owner, Irishtown Road, request to meet with committee. Forwarded to Economic Development, Planning and Land Use Development committee

c) Municipal Assessment Agency

- 2025 Assessment Service Fee

- Update on recent board meeting

Copied to Council and Administration

d) Eastern Regional Service Board regarding collection fees for 2025. Forwarded to Economic Development, Planning and Land Use Development committee.

e) Property owner, Valley Road, request for bus turnaround. Forwarded to Public Works, Waste Management and Community Services

f) Department of Immigration, Refugees and Citizenship Canada regarding free immigration information sessions for employers. Copied to the Chief Administrative Officer

g) Property owner, Soper Avenue, regarding complaint of neighbours fence

Forwarded to Economic Development, Planning and Land Use Development committee

- h) Make A Wish Foundation regarding request for donation. Forwarded to Administration committee
- i) Property owner, Highroad South. Request to rezone land from commercial general to rural residential. Forwarded to Economic Development, Planning and Land Use Development committee.

7. Committee Reports

a) Public Works, Waste Management and Community Services

Deputy Mayor Slade presented the following from the Public Works Committee meeting:

- **Motion 24-306** **S. Slade / M. Seymour**

*Whereas electrical As-Built Drawings were not included in the original PCA for Water Street Phase 2 or the subsequent addendum; and
Whereas the Town requires As Built drawings for the electrical work completed in the Water Street Phase 2 Project;
Be it Resolved to approve \$1,200 plus HST to complete electrical As-Built drawings upon receipt of the applicable change order and other documentation required.*

Favour 6; Opposed 0; **Carried**

b) Administration and Finance

Councillor O'Grady presented the following from the Administration and Finance Committee:

- Working on budget 2025
- There have been a couple of applications submitted for the Heritage Incentive Grant. These are being worked on, more information is needed from the applicants.
- NL archives requesting letter of support.

The following motion was presented.

Motion 24-307 **C. O'Grady / D. Doyle**

*Whereas the Association of Newfoundland and Labrador Archives and Heritage NL Sector Colleagues and supporters are asking the Government of Newfoundland and Labrador for an increase in heritage sector funding to increase funding to Heritage NL and the Heritage Component of the Cultural and Economic Development Program (CEDP) administered by the Department of Tourism, Culture and Recreation by \$1 million per year for the next 5 years; and
Whereas the Town of Carbonear have been requested to join these organizations in requesting this increase; and*

Whereas the Town of Carbonear have availed of funding from Heritage NL to support its heritage buildings; therefore, have directly benefited from this funding;

Be it Resolved to send a letter to the Department of Tourism, Culture and Recreation in support of the requested funding increase.

Favour 6; Opposed 0; **Carried**

- Town of Victoria will be setting up a meeting with the Mayor and representative from council.
- Met with RCMP before this meeting, working with them on some matters.

c) Recreation, Special Events, Culture and Tourism

Councillor Seymour noted the following:

- Looking at items for 2025 budget
- Encouraged residents to get out and enjoy the fall festivities.
- Wished everyone a great experience during Halloween.

d) Economic Development, Planning and Land Use Development

Councillor Doyle presented the following from the Development Committee meeting:

- Committee met on Thursday, October 17, 2024
- Met with home owner on the matter of a refusal of an application submitted.
- EDTO reported the following to the committee:
 - The success of the Google and Facebook ads.
 - Museums saw increase in young families this summer
 - Posters for Havest Festival were distributed to businesses.
- Reviewed request for refund of permit processing fee for development application
- Motions recommended:

Motion 24-308

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 approve development application to replace the siding on the rear of the property with vinyl siding at 159-161 Water Street;*
- *To vary the total floor area for a shed at 15 Blueberry Crescent from 81 m² to 156.07 m² conditional upon no objections to the discretionary notice; and further conditional upon the application being referred back to committee and council for further review if objections are received;*
- *To vary the total floor area for a greenhouse at 10 Canada Place from 81 m² to 115.95 m² conditional upon no objections to the discretionary notice; and further conditional upon the application*

being referred back to committee and council for further review if objections are received;

- *To replace deck at 5 Northcott's Lane in accordance with General Regulations, S.10 Discretionary Powers of Authority.*
- *To construct a shed at 2 Willoughby Drive.*

Favour 6; Opposed 0; **Carried**

Motion 24-309

D. Doyle / C. O'Grady

*Resolved to provide municipal approval of the Crown Land application submitted to the Town for review by the Eastern Regional Lands Office for cattle and a hay farm at Fox Farm Road; and
Further conditional up approval from Department of Environment, Water Resources Division and other concerned government departments and agencies*

Favour 6; Opposed 0; **Carried**

Motion 24-310

D. Doyle / P. Snow

Resolved to refuse the application to construct a new dwelling at 11 Mount Royal Estates as the development is not in compliance with the minimum frontage requirement of the development regulations as there is no frontage on a town street and there are no services to the property and construction of the street and provision of services is the responsibility of the applicant in accordance with municipal specifications.

Favour 6; Opposed 0; **Carried**

Motion 24-311

D. Doyle / P. Snow

*Whereas a variance has been requested to the maximum lot area for accessory buildings at 67 Southside Lower Road;
Be it Resolved to approve a 10% variance to the maximum lot area conditional upon no objections to the variance notice; and
Be It Further Resolved that if there are objections to the variance, the request be further reviewed by Council prior to issuance of a permit.*

Favour 6; Opposed 0; **Carried**

Motion 24-312

D. Doyle / C. O'Grady

*Whereas application fees are not refundable unless the application is not approved by Council; and
Whereas the amount refundable is less the \$15 minimum application fee for residential development or \$75 for commercial development; and
Whereas there may be occasions where development may not proceed due to approval of sufficient funding to proceed with the development;
Be it Resolved to also refund the application fee less the minimum upon*

written request, where the applicant is not successful in receiving sufficient funding to proceed with the development provided documentation to support the funding deficiency satisfactory to the town is provided.

Favour 6; Opposed 0; **Carried**

Mayor Butt inquired about an application for a cabin in Line Road. This matter is under review.

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

CAO reported the following from her report to Council:

Total Budgeted Revenues are 82% levied and collected.

Budgeted expenses per department are all within budget.

If Council members have any questions on the report, the questions can be addressed to the CAO.

Mayor Butt asked what the Town's debt ratio is. CAO advised that when the 2024 budget was submitted it was 13-14%.

b) Director of Recreation

The Director reviewed the following from his report with Council:

Pool & Rec Maintenance

Seasonal employees are winding down. Completing season ending maintenance, as well as event preparation. Have completed some needed repairs/improvements at rinks. Edging around the track has been done as well.

Financial & Program Analysis

	<u>2024</u>	<u>2023</u>
Pool Revenue (less HST)	\$186,212.43	\$157,839.82
Lesson Registration	1,436	1,501
Pool Visitation	19,231	13,931

Programs & Grants

Schools have been active at our outdoor facilities this fall. Carbonear Academy has students over most days using facilities. Carbonear Collegiate has also been active using the facility for classes as well. Further to that, the high school has held the regional and Provincial 4A softball tournaments at our complex. Provincial Tournament hosted 8 teams from across the province for the two day event this past weekend. Harvest Run is Scheduled to run tomorrow for its 20th year. 1002 participants will be in attendance.

Special Olympics are back in the pool again this fall and have had good attendance for their swimming program. As well as Poseidon Swim Club, which are hosting the first meet of the season this weekend. 5 teams and in

excess of 220 swimmers will be attending the meet, which runs Friday evening until Sunday lunch time.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 49,835.21

Motion 24-313 C. O'Grady / M. Seymour

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$49,835.21 as submitted to Council.

Favour 6; Opposed 0; **Carried**

- b) Capital Invoices:

Adelaide Street Upgrading Phase II

Meridian Engineering Inc, Invoice # CC108213.....\$1,339.00

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

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

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

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

Motion 24-314 D. Doyle / S. Slade

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

Meridian Engineering Inc, Invoice # CC108213.....\$1,339.00

Favour 3; 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:

- Multiculturalism event is tomorrow evening at the Civic Centre lobby
- Friday, November 1st is the date for Football under the lights here on the Carbonear field.
- Tuesday, November 5th is the date of the community bonfire outside Paddy's Garden.

13. Adjournment

Motion 24-315

S. Slade / M. Seymour

Resolved that the meeting adjourn at 6:00 and that Council meet again for a Regular Council Meeting on Wednesday, November 13th at 5:30pm.

Favour 6; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk