

Town of Carbonear
Regular Council Meeting February 11, 2025
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, February 11, 2025 at 5:30pm

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

Members Absent: Deputy Mayor Sam Slade
Councillor Ray Noel

Also Present: Town Clerk / Director of
Financial Operations Cathy Somers
Director of Operations
& Public Works Ian Farrell
EDTO Kerri Abbott

Also Absent: CAO Cynthia Davis

1. Calling of Meeting to Order
Mayor Butt welcomed those present at the meeting and called the meeting to order at 5:35pm. The meeting is being broadcast by Youtube. He welcomed those in attendance and those viewing online. He noted that the video is not working live this evening, but the audio is working.
2. Approval of the Agenda for February 11th, 2025 Regular Council Meeting
Motion 25-037 C. O'Grady / P. Snow
Resolved to adopt the agenda for the February 11th, 2025 Regular Council meeting as distributed to Council with the following additions:
 - *New Business - Theatre Board Council Liaison Report*Favour 5; Opposed 0; **Carried**
3. Adoption of the minutes
 - a) Regular Meeting – January 28th, 2025
Motion 25-038 P. Snow / D. Doyle
Resolved to adopt the minutes of the January 28, 2025 Regular Meeting of Council as presented.
Favour 5; Opposed 0; **Carried**

4. Business Arising from Minutes
No business arising.

5. Proclamations / Presentations / Delegations

a) Canadian Women's Heart Health Centre, February 13, 2025 as *Wear Red Canada Day*. Proclamation to be signed.

Motion 25-039 **C. O'Grady / M. Seymour**

WHEREAS, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

WHEREAS, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

WHEREAS, **Wear Red Canada Day** is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

WHEREAS, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

THEREFORE, the Town of Carbonear do hereby proclaim **February, 13, 2025**

Wear Red Canada Day in the Town of Carbonear.

Favour 5; Opposed 0; **Carried**

6. Permits and Correspondence

6.1 Permit Listing # 10745-10752

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

Motion 25-040 **D. Doyle / P. Snow**

Resolved to approve permits # 10745 - 10752 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 5; Opposed 0; **Carried**

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 NL

- Department of Transportation and Infrastructure regarding memo circular to municipalities on capital works submission of correct financial evaluations.

- Forwarded to the Chief Administrative Officer and the Director of Operations and Public Works
- Department of Environment and Climate Change regarding 2025 Water & Wastewater Workshop, March 25-27 in Gander. Copied to the Director of Operations and Public Works.
 - Department of Municipal and Provincial Affairs regarding 2024 Ultimate Recipient Annual Expenditure Report (AER) template. Forwarded to the Administration and Finance committee
 - Department of Municipal and Provincial Affairs regarding Virtual Training. Copied to Council and Administration
 - Department of Justice and Public Safety, Provincial Emergency Operations Centre regarding Wildfire Smoke Web Series Virtual event on cleaner air spaces. Copied to Chief Administrative Officer, Fire Chief and the Director of Operations and Public Works.
- b) Property owner, Valley Road, request for bus turnaround. Forwarded to Public Works, Waste Management and Community Services committee
 - c) Property owner, Fraize Avenue regarding complaint of neighbouring property. Forwarded to Public Works, Waste Management and Community Services committee
 - d) Property owner, Canada Place regarding ditch on property. Forwarded to Public Works, Waste Management and Community Services committee
 - e) Property owner, Adelaide Street regarding concern with water quality. Forwarded to Public Works, Waste Management and Community Services committee
 - f) Property owner, Water Street regarding complaint of vehicle parking in front of their property. Forwarded to Public Works, Waste Management and Community Service committee
 - g) Carbonear Collegiate request for donation. Forwarded to Administration and Finance committee
 - h) Carbonear Academy request for donation. Forwarded to Administration and Finance committee
 - i) Society of Saint Vincent DePaul regarding request for donation. Forwarded to Finance and Administration committee
 - j) Business owner, regarding relocation of commercial equipment on property. Forwarded to Economic Development, Planning and Land Use Development committee
 - k) Freshwater War Memorial committee request for donation. Forwarded to Administration and Finance committee
 - l) CNIB regarding February 3-7th, is White Cane Week. Forwarded to EDTO to post on social media.

7. Committee Reports

a) Administration and Finance

Councillor O'Grady presented the following recommendations from the committee:

Currently we are without an Enforcement Officer, the CAO has reached out to our former MEO and he is willing to do some part time work until we fill the position. A motion to appoint is required.

Motion 25-041

C. O'Grady / D. Doyle

Resolved to appoint Gordon Parsons as By Law Enforcement Officer for the Town of Carbonear in accordance with S.278 of the Towns and Local Service Districts Act.

Favour 5; Opposed 0; **Carried**

Tax Recovery Plan

Motion 25-042

C. O'Grady / P. Snow

Resolved that the Town of Carbonear adopt the 2024 Tax Recovery Plan and Tax Recovery Actions & Plans for the Municipal Fiscal Year 2025.

Favour 5; Opposed 0; **Carried**

b) Public Works, Waste Management and Community Services

Councillor Seymour noted Council can review the minutes, any questions can be addressed to the committee.

Councillor Seymour presented the following recommendations:

2025 Asphalt Project – Deferred until next meeting.

Motion 25-043

M. Seymour / P. Snow

Resolved to send order to repair or demolish dilapidated building situate at 38 Earle's Lane.

Favour 5; Opposed 0; **Carried**

Motion 25-044

M. Seymour / C. O'Grady

Resolved to approve W,15 Roadside Hazardous Policy as presented to Council.

Favour 5; Opposed 0; **Carried**

Motion 25-045

M. Seymour / P. Snow

Resolved to accept the Water System Vulnerability Study as presented to Council.

Favour 5; Opposed 0; **Carried**

Councillor Seymour advised the Recreation Committee did not meet since our last Regular Council meeting. He noted that the Winter Carnival Opening Ceremony is this Thursday with events planned for the next 10 days.

- c) Economic Development, Planning and Land Use Development
Councillor Doyle presented the following recommendations from the committee:
Motion 25-046 **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 open a new business (gift shop) from 117 Columbus Drive conditional upon no objections or representations being received from the discretionary use advertisement; and the application being referred back to committee and council for further review if objections are received in response to the discretionary notice advertised; and further conditional upon receipt of approval from Service NL and other applicable government departments and agencies;*
- *To vary the total floor area for an accessory building at 12 Southside Lower Road from 81 m² to 129.35 m² conditional upon no objections to the variance notice; and further conditional upon the application being referred back to committee and council for further review if objections are received.*

Favour 5; Opposed 0; **Carried**

Motion 25-047

D. Doyle / C. O'Grady

Resolved to approve a permit to open a sober living facility from 19 Industrial Crescent conditional upon no objections or representations being received from the discretionary use advertisement; and the application being referred back to committee and council for further review if objections are received in response to the discretionary notice advertised; and further conditional upon receipt of approval from Service NL and other applicable government departments and agencies.

Favour 5; Opposed 0; **Carried**

Mayor Butt advised Council met with some members of the Carbonear Volunteer Fire Department on their plans for the memorial park.
Looking forward to the outcome.

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Operations and Public Works

The Director reviewed the following from his report:

Infrastructure and Public Works

- Applied to consolidate our outfalls, and working with Dept. of Environment and Climate Change Canada to obtain Transitional Authority. Expecting Transitional Authority granting extension to 2040 this week.

- Casual Equipment Operator position is filled.

Municipal Enforcement

- MEO position competition closes on February 19, 2025

Capital Projects

- Screenhouse and Chlorine Building Upgrades - Expecting the Information for Review documents by next week from the prime consultant.
- 2025 Paving – Waiting on approval from Council for the projects to be included on the 2025 Paving.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 212,157.05

Motion 25-048 P. Snow / R. Noel

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$212,157.05 as submitted to Council.

Favour 5; Opposed 0; **Carried**

- b) Capital Invoices:

Water, Sewer & Street Upgrading Adelaide St., Ph. 1, MA 17-MYCW-22-00030

Harris & Associates, Invoice # 7147 (revised).....\$2,070.00

Councillor Snow declared a conflict of interest on this invoice as his sister owns property in the area. Councillor Snow moved to the public gallery.

Motion 25-049 C. O’Grady / D. Doyle

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

Water, Sewer & Street Upgrading Adelaide Street, MA 17-MYCW-22-00030

Harris & Associates, Invoice # 7147 (revised).....\$2,070.00

Favour 4; Opposed 0; **Carried**

Councillor Snow returned to his seat at the Council table.

10. Regulations for Adoption

No regulations listed.

11. Notices of Motion

- a) Rules of Procedure for the Conduct of Meetings By-Law

The following motion was presented to be voted on at the next Regular Council meeting.

Moved by: Councillor O’Grady Seconded by: Councillor Snow

Resolved to adopt the Rules of Procedure for the Conduct of Meeting By Law as reviewed and recommended by the Administration and Finance committee.

12. New Business

- Mayor Butt advise the AGM for the Fire Dept is tomorrow.
- Report on Theatre Board from Councillor O'Grady as liaison with the Theatre Board
 - The financial position of the theatre continues to improve year over year much to the determination of the Theatre Manager Suelynn and her assistant Courtney. Their perseverance in seeking out performers, bookings, funding, etc. is to be commended. Also, thanks to the Theatre Board for their dedication to ensuring the theatre grows and excels while keeping expenditures as low as possible.
 - The number of theatre bookings from 2023 to 2024 increased from 44 shows to 51 shows (15%) and the corresponding theatre attendance increased from 11,979 to 13,772 (15%).
 - The community room was booked 71 times in both 2023 and 2024 but the actual number of attendees for these booking increased by 35% from approximately 3000 people in 2023 to approximately 4000 people in 2024.
 - On a go forward basis, show sales in January 2025 for upcoming shows were more than three times higher than similar sales for January 2024. This is very encouraging.
 - From the theater building itself, the new chair lift has been installed and is operational. Funding was received for increased wifi access in the community room and the installation of sound absorbing panels for the theatre.
 - The lighting dimmer module system which controls the theatre lighting is 25 years old and is failing. The replacement cost is approximately \$36,000 but fortunately, thanks to the hard work of our EDTO, a grant has been confirmed from the province to cover 90% of that cost so that work will be completed over the next few months.
 - There has been much discussion in introducing a summer theatre production. The summer months are usually the slowest months for the theatre. The Theatre Board has just released a Request for Expressions of Interest for the development of a summer theatre production. The Board is very excited about this project and groups have already reached out to submit proposals on this. This would be a great tourism boost for the Theatre as well as our town and would complement the goals of our downtown redevelopment project.

13. Adjournment

Motion 25-050


P. Snow / M. Seymour

Resolved that the meeting adjourn at 6:03pm and that Council meet again for a Regular Council Meeting on Tuesday, February 25th, 2025 at 5:30pm.

Favour 5; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk