

**Town of Carbonear**  
**Regular Council Meeting January 28, 2025**  
 Minutes of a regular meeting of the Council of the Town of Carbonear held  
 In Council Chambers, January 28, 2025 at 5:30pm

**Members Present:** Mayor Frank Butt  
 Deputy Mayor Sam Slade  
 Councillors Danielle Doyle  
 Ray Noel  
 Peter Snow  
 Malcolm Seymour

**Members Absent:** Councillor Chris O'Grady  
 CAO Cynthia Davis

**Also Present:** 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 5:33pm. The meeting is being broadcast by Youtube. He welcomed those in attendance and those viewing online.
  
2. Approval of the Agenda for January 28<sup>th</sup>, 2025 Regular Council Meeting  
**Motion 25-020 R. Noel / S. Slade**  
*Resolved to adopt the agenda for the January 28<sup>th</sup>, 2025 Regular Council meeting as distributed to Council with the following additions:*
  - *Development Committee-Application for a personal sawmill renewal was received after the Development Committee Meeting.*
  - *Capital Invoices*
    - Equipment Purchase
    - Hickman Chevrolet Cadillac, Invoice 4868794.....\$105,453.85*
  - *New Business – Report on CBNJC meeting.***Favour 6; Opposed 0; Carried**
  
3. Adoption of the minutes

- a) Regular Meeting – January 14<sup>th</sup>, 2025  
**Motion 25-021** **D. Doyle / P. Snow**  
*Resolved to adopt the minutes of the January 14, 2025 Regular Meeting of Council as presented.*  
 Favour 6; Opposed 0; **Carried**
4. Business Arising from Minutes  
 No business arising.
5. Proclamations / Presentations / Delegations
- a) NL Health Services - Nav-CARE Coordinator, presentation on programs and services  
 Amy Way, Nav-CARE Coordinator, made a presentation to Council on the programs and services available from NL Health Services.
- b) Heritage NL  
 February 17- 23, 2025 Heritage Week / Proclamation to be signed.  
**Motion 25-022** **S. Slade / M. Seymour**  
*WHEREAS, the third Monday in February is recognized nationally as Heritage Day; and*  
*WHEREAS, Heritage Day and Heritage Week are a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and*  
*WHEREAS, our citizens should be encouraged to celebrate Newfoundland and Labrador's uniqueness and to rejoice in our heritage; and*  
*WHEREAS, in 2025 the residents of Newfoundland and Labrador will celebrate our rich and diverse heritage.*  
*THEREFORE, the Town of Carbonear Council do hereby proclaim Monday, February 17, 2025 as Heritage Day and February 17-23, 2025 as Heritage Week, and call upon all citizens to celebrate the richness of our past and the promise of our future.*  
 Favour 6; Opposed 0; **Carried**
6. Permits and Correspondence
- 6.1 Permit Listing # 10738-10744  
 Councillor Doyle asked Council to review the permit listing for possible conflicts.  
**Motion 25-023** **D. Doyle / P. Snow**  
*Resolved to approve permits # 10738 – 10744, omitting 10739 (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**

6.2 Correspondence, requiring Council's decision

a) Municipalities NL regarding appointment of 2025 UMC Representatives

The current representative is Mayor Butt, with the alternate representative Deputy Mayor Slade.

Discussed. Council confirmed the representatives will remain as Mayor Butt and Deputy Mayor Slade.

6.3 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Government NL

- Department of Municipal and Provincial Affairs regarding 2023 Tax Recovery Plan and Tax receivable summary reminder. Copied to Town Clerk and Chief Administrative Officer
- Department of Health and Community Services regarding invitation for communities to attend a virtual information session regarding updates on the arrival of health care professionals to the province. Copied to Council and Administration. Placed on file.

b) Service Canada regarding outreach and information on programs and services offered. Copied to staff. Placed on file.

c) Property owner, ditch on Canada Place. Forwarded to Public Works, Waste Management and Community Services committee

d) Property owner, Sutton's Hill regarding waste collection. Forwarded to Public Works, Waste Management and Community Services committee

e) Property owner, Quarter's Lane regarding condition of neighbouring property. Forwarded to the Public Works, Waste Management and Community Services committee

f) Property owner, Fraize Avenue regarding condition of neighbouring property. Forwarded to Public Works, Waste Management and Community Services committee

g) Municipal Assessment Agency regarding launch of online client portal. Copied to the Town Clerk and the Chief Administrative Officer

h) MUN Rural Medicine Interest Group expressing heartfelt gratitude and thanks for the success of rural medicine summit this past weekend. Copied to the Economic Development and Tourism Officer and the Chief Administrative Officer

7. Committee Reports

a) Administration and Finance

Councillor Snow presented the following recommendations from the committee:

**Motion 25-024**

**P. Snow / D. Doyle**

*Resolved to purchase from Town Suite the following modules: purchasing, customer portal, employee portal and the transition to a cloud-based system at a cost of \$37,500 plus HST.*

Favour 6; Opposed 0; **Carried**

**Motion 25-025**

**P. Snow / S. Slade**

*Resolved to amend the Human Resource Policy with the changes to the media to be used for posting of job advertisements.*

Favour 6; Opposed 0; **Carried**

Councillor Doyle declared a conflict of interest on Item 1b on the Donation Listing for 2025 as this is the school where she works.

Resolution # 3 (Excluding Carbonear Collegiate):

**Motion 25-026**

**P. Snow / M. Seymour**

*Resolved to approve the Donation Listing for 2025, excluding Item 1 b), as presented to Council.*

Favour 6; Opposed 0; **Carried**

Councillor Doyle moved to the Public Gallery for the vote on the next motion being presented.

**Motion 25-027**

**P. Snow / S. Slade**

*Resolved to approve Item 1b on the Donation Listing for 2025 as presented to Council.*

Favour 5; Opposed 0; **Carried**

Councillor Doyle returned to her seat at the Council table.

b) Recreation, Special Events, Culture and Tourism

Councillor Seymour presented the following recommendations from the committee:

**Motion 25-028**

**M. Seymour / P. Snow**

*Resolved to contract Oliver Controls & Electric Inc. to complete site work along the boardwalk to the gazebo and supply and install 4 GFCI Receptables at a cost of \$5,600.00 plus HST included.*

Favour 6; Opposed 0; **Carried**

Items also noted:

Great to see the two ice rinks completed for use this week.

c) Public Works, Waste Management and Community Services

Deputy Mayor Slade noted Council can peruse the minutes, any questions can be addressed to the committee.

Deputy Mayor Slade presented the following recommendations:

Connecting the trails, committee is reviewing and the Director of Operations and Public Works will review options

**Motion 25-029**

**S. Slade / M. Seymour**

*Resolved that the Town of Carbonear adopt the 2024-2025 Winter Operations Maintenance Plan as prepared by the Director of Operation and Public Works.*

Favour 6; Opposed 0; **Carried**

- d) Economic Development, Planning and Land Use Development  
Councillor Doyle presented the following recommendations from the committee:  
Addition:

Application for a personal sawmill renewal was received after the Development Committee Meeting. There have been no complaints so the committee will recommend renewal.

**Motion 25-030**

**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 renew permit to operate a domestic saw mill for personal use at 49 O'Keefe's Plains, conditional upon the following: operation and maintenance of sawmill in accordance with provincial guidelines and regulations; sawmill to be operated within the accessory building on the property to reduce noise during operation; and annual renewal at Council's discretion;*
- *to approve a temporary electrical service to the garage at 23 Hoyles Road while the new dwelling is under construction; and Be it further resolved that the temporary service to the garage be removed when the electrical service is provided to the dwelling and then the garage electrical service be provided from the dwelling per regulations.*

Favour 6; Opposed 0; **Carried**

**Motion 25-031**

**D. Doyle / R. Noel**

Resolved to renew the Yolo Nomads contract for a single community package at a cost of \$3,450, HST included.

Favour 6; Opposed 0; **Carried**

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

CAO was not present, however the Town Clerk / Director of Financial Operations noted the following:

Report was previously provided to Council.

Financial Report to December 31, 2024

- All departments are within budget and actual tax revenues are within budget for 2024

- UMC Representatives

Dealt with earlier in the meeting.

- Organizational Review

There were four responses received for the Organizational and Salary Review. The recommended proposal is Higher Talent for the amount of \$15,000 plus HST.

If Council would like to award the contract, a draft motion has been provided.

**Motion 25-032**

**P. Snow / D. Doyle**

*Resolved to award the Organizational and Salary Review contract to Higher Talent in the amount of \$15,000 + HST in response to the Request for Proposals by the Town of Carbonear.*

Favour 6; Opposed 0; **Carried**

b) Director of Recreation

The Director reviewed the following from his report:

***Pool & Rec Maintenance***

- 1.) Hot water Boiler leaking. Warranty period has expired. Need replacement.

\$7,700 Supplied and Installed+HST (Dwyers Plumbing & Electrical).

Two hot water boilers, one is still working but both are needed.

Councillor Noel declared a conflict of interest on this matter as he has a family connection with the company recommended. Councillor Noel then moved to the public gallery.

**Motion 25-033**

**P. Snow / D. Doyle**

*Resolved to purchase a new hot water boiler for the Carbonear Pool from Dwyer's Plumbing and Electrical at a cost of \$7,700 which includes supply, installation and HST.*

Favour 5; Opposed 0; **Carried**

Councillor Noel returned to his seat at the Council table.

- 2.) Been dealing with issues with phone system. Working on quotes to replace.

- 3.) Staff were called back to prepare ice rinks. They officially opened Sunday, January 26<sup>th</sup>.

**Financial Program Analysis**

	<u>2025</u>	<u>2024</u>
1.) Pool Revenue (less HST)	\$31,682.94	\$23,327.35
2.) Lesson Registration	321	253
3.) Pool Visitation	1881	948

**Programs & Grants**

- 1.) Winter Carnival February 13<sup>th</sup> – 22<sup>nd</sup>. Schedule in its final stages and will be released by the end of the week.
- 2.) One Step Forward program has another intake. First session started today.
- 3.) Open Gym sessions on Wednesday evenings, 6:30 – 8:30, restarted last week. The public are invited to come join in the fun at Carbonear Academy.
- 4.) Have entered into a partnership with MUN, reviewing our programs and their inclusivity and adaptability. Initial meeting was held last week. Will investigate options to improve and support training.
- 5.) Have been in contact with Canadian Tire Jumpstart, reviewing options for support from this organization. The Kiwanis Club of Carbonear has also expressed interest in becoming a partner through this initiative.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 112,208.59

**Motion 25-034**

**P. Snow / R. Noel**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$112,208.59 as submitted to Council.*

Favour 6; Opposed 0; **Carried**

- b) Capital Invoices:

2023 Paving Program

*Concord Paving, Payment Claim 1*.....\$423,304.13

*Concord Paving, Payment Claim – holdback*..... \$47,033.79

Powell Drive Street and Storm Upgrading, Phase III

*Meridian Engineering Inc, Invoice CC104838*.....\$2,455.37

Water, Sewer & Street Upgrading, Phase II

*Water Street Electrical, Harris & Associates, Invoice # 7150*.....\$ 6,558.45

*Water Street Electrical, Harris & Associates, Invoice # 7170*.....\$ 1,388.63

*Water Street Electrical, Harris & Associates, Invoice # 7171*.....\$1,725.00

*Water Street, Part A, Harris & Associates, Invoice # 7158*.....\$ 6,075.22

*Water Street. Part A, Harris & Associates, Invoice # 7169* .....\$ 2,282.75

Black Diamond Construction Ltd, Claim 5-B Release of Holdback.....\$41,479.01  
Equipment Purchase  
 Hickman Chevrolet Cadillac, Invoice 4868794.....\$105,453.85

**Motion 25-035**

**P. Snow / S. Slade**

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

2023 Paving Program

Concord Paving, Payment Claim 1.....\$423,304.13

Concord Paving, Payment Claim – holdback..... \$47,033.79

Powell Drive Street and Storm Upgrading, Phase III

Meridian Engineering Inc, Invoice CC104838.....\$2,455.37

Water, Sewer & Street Upgrading, Phase II

Water Street Electrical, Harris & Associates, Invoice # 7150.....\$6,558.45

Water Street Electrical, Harris & Associates, Invoice # 7170.....\$1,388.63

Water Street Electrical, Harris & Associates, Invoice # 7171.....\$1,725.00

Water Street, Part A, Harris & Associates, Invoice # 7158.....\$6,075.22

Water Street. Part A, Harris & Associates, Invoice # 7169 .....\$2,282.75

Black Diamond Construction Ltd, Claim 5-B Holdback.....\$41,479.01

Equipment Purchase

Hickman Chevrolet Cadillac, Invoice 4868794.....\$105,453.85

Favour 6; 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 reminded town residents and business owners to sign up for the Town's E-Connect.
- Report on Conception Bay North Joint Council meeting.  
 Councillor Doyle advised that Mayor Butt and herself attended the last meeting of the CBNJC. In the past there has been many great regional projects completed by the committee such as working to secure the funds for mobile mental health unit. The committee has experienced some difficulties since Covid. They are trying to revitalize the committee. The next meeting is on February 27 at the Bay Roberts council office. At that meeting there will be an election for the position of Chairperson and there will be a presentation by NL Health Services on the Mobile Mental Health Unit.



- Mayor Butt congratulated Kerri Abbott for being named as a recipient of the King Charles III Coronation Medal and she will receive the award on February 18, 2025.

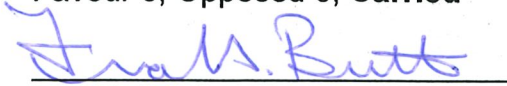
13. Adjournment

**Motion 25-036**

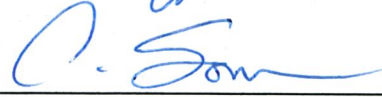
**S. Slade / P. Snow**

*Resolved that the meeting adjourn at 6:28pm and that Council meet again for a Regular Council Meeting on Tuesday, February 11<sup>th</sup>, 2025 at 6:30pm.*

Favour 6; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk