

Town of Carbonear
Regular Council Meeting February 25, 2025
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, February 25, 2025 at 5:30pm

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

Members Absent: Councillor Malcolm Seymour

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

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 5:30pm. The meeting is being broadcast by Youtube. He welcomed those in attendance and those viewing online.

2. Approval of the Agenda for February 25th, 2025 Regular Council Meeting
 Motion 25-051 C. O'Grady / P. Snow
 Resolved to adopt the agenda for the February 25th, 2025 Regular Council meeting as distributed to Council with the following additions:
 ➤ *New Business – Appointment of Department Head, Fire Chief.*
 Favour 6; Opposed 0; **Carried**

3. Adoption of the minutes
 - a) Regular Meeting – February 11th, 2025
 Motion 25-052 S. Slade / R. Noel
 Resolved to adopt the minutes of the February 11, 2025 Regular Meeting of Council as presented.
 Favour 6; Opposed 0; **Carried**

4. Business Arising from Minutes

a) 2025 Asphalt projects

Mayor Butt declared a conflict of interest on Beverly Road as his brother owns property on the street.

Councillor Snow declared a conflict of interest on Newfoundland Drive as he owns property in the area.

Motion 25-053

S. Slade / R. Noel

Be It Resolved to approve the following streets / sections of streets as per the list and estimates provided for paving upgrades from the 2025 asphalt operating budget:

- Lemarchant Street from Russell Street to Captain Franks Lane;
- Southside Lower Road from new asphalt (2023) to Park Avenue;
- Oates Place;
- Baker's Lane.

Favou 5; Opposed 1; **Carried**

Mayor Butt opposed the motion as he felt the section on LeMarchant Street should not be paved as it was previously planned to apply for Capital Works funding for this area which would include Water/Sewer and Street upgrades. He felt that it would better to pave a section of Water Street east of Hr. Rock Hill.

Councillor Doyle asked if she would be in conflict on the section to be paved on Newfoundland Drive as she owns a property on Newfoundland Drive.

It was noted that Councillor Doyle's property is on the opposite end of Newfoundland Drive and not included in the area of Newfoundland Drive being recommended for asphalt.

Motion 25-054

R. Noel / S. Slade

Under Section 6. (5) of the Municipal Conduct Act, Be it Resolved that the Town of Carbonear does not consider Councillor Doyle to be in conflict of interest on the matter of the paving of a section of Newfoundland Drive being presented at this meeting.

Favour 5; Opposed 0; **Carried**

Crockers Cove capital works

Councillor Snow moved to the public gallery for the motion being presented on Newfoundland Drive paving.

Motion 25-055

S. Slade / O;Grady

Be It Resolved to approve the following streets / sections of streets as per the list and estimates provided for paving upgrades from the 2025 asphalt operating budget:

- Newfoundland Drive.

Favour 5; Opposed 0; **Carried**

Councillor Snow returned to his seat at the Council table.

Mayor Butt moved to the public gallery and Deputy Mayor Slade assumed the position of Chair.

Motion 25-056

D. Doyle / P. Snow

Be It Resolved to approve the following streets / sections of streets as per the list and estimates provided for paving upgrades from the 2025 asphalt operating budget:
- *Beverley Road.*

Favour 5; Opposed 0; **Carried**

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

5. Proclamations / Presentations / Delegations
None listed.

6. Permits and Correspondence

6.1 Permit Listing # 10753-10757

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

Motion 25-057

D. Doyle / P. Snow

Resolved to approve permits # 10753 - 10757 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) Department of Transportation and Infrastructure

RE: Approval to call public tender – 17-GI-24-0002 – Beach Road Sewer Sizing Upgrade.

A motion to award is required to proceed with a public tender call for the project.

Motion 25-058

S. Slade / R. Noel

Resolved that the Town of Carbonear call for public tender for the Beach Road Sewer Sizing Upgrade Project, No. 17-GI-24-0002.

Favour 6; Opposed 0; **Carried**

6.3 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Government NL

- Department of Environment and Climate Change, permit to construct Beach Road Sewer Sizing. Forwarded to the Director of Operations and Public Works. Placed on file
 - Department of Municipal & Provincial Affairs, Urban and Rural Planning regarding decision of the appeal for Irishtown Road. Appeal dismissed, Town's refusal confirmed. Forwarded to Economic Development, Planning and Land Use Development committee.
 - Celebrate NL regarding funding approved under Year of the Sport 2025 in the amount of \$10,000. Forwarded to Special Events, Culture and Tourism committee
 - Department of Environment and Climate Change, reminder Operator of the year Award, Forwarded to the Director of Operations and Public Works
 - Department of Municipal and Provincial Affairs regarding Urban and Rural Planning Act, 2000 amendments. Copied to the Chief Administrative Officer and the Town Clerk
 - Department of Transportation and Infrastructure Regarding Valley Road Water, Sewer and Street Upgrading Final Phase. Notice to finalize reporting and submittals. Forwarded to the Chief Administrative Officer and the Director of Operations and Public Works
 - Department of Tourism, Culture, Arts and Recreation regarding approval Funding approval in the amount of \$36,186 for the purchase of Dimmer Module for the Princess NaGeira Theatre.
 - Department of Transportation & Infrastructure regarding NL – DFAP Storm Surge Event – Financial Assistant Program. Forwarded to Chief Administrative Officer and the Director of Operations and Public Works
 - Department of Justice and Public Safety regarding 2025 Fire and Emergency Services training. Forwarded to the Fire Department and the Chief Administrative Officer
 - Department of Municipal and Provincial Affairs regarding winter training schedule New Town and Local Service District Act. Copied to Council and Administration.
- b) Property owner, Goff Avenue, correspondence received in response to discretionary notice published. Forwarded to Economic Development, Planning and Land Use Development committee
 - c) Property owner, Goff Avenue, correspondence received in response to discretionary notice published. Forwarded to Economic Development, Planning and Land Use Development committee
 - d) Property owner, Industrial Crescent, correspondence received in response to discretionary notice published. Forwarded to Economic Development, Planning and Land Use Development committee
 - e) Communities in Bloom, regarding 2025 Miracle Gro Best Garden Forwarded to Recreation, Special Events, Culture and Tourism committee

- f) Property owner, English Hill regarding demolition of dwelling. Forwarded to Economic Development, Planning and Land Use Development committee.
- g) Resident inquiry on snow clearing of sidewalk on Water Street. Forwarded to Public Works, Waste Management and Community Services committee
Mayor Butt asked about the pilot project being considered last year for doing sidewalks.
Director of Operations and Public Works advised that there was no decision made to proceed with a pilot project.
- h) NL Health Services regarding Social Prescribing Project ad Link Worker Role. Request to share program. Forwarded to staff for distribution.
- i) Correspondence from local contractor inquiry on how businesses are selected for municipal purchases. A copy of the correspondence was copied to Council and Administration and forwarded to Public Works, Waste Management and Community Services committee.

7. Committee Reports

- a) Public Works, Waste Management and Community Services
Deputy Mayor Slade noted Council can review the minutes, any questions can be addressed to the committee.
- b) Administration and Finance
Councillor O'Grady presented the following recommendations from the committee:

Motion 25-059

C. O'Grady / R. Noel

Resolved to accept the funding from the Department of Tourism, Culture, Arts and Recreation in the amount of \$36,186 for the upgrade to the lighting system purchase of dimmer module for the Princess Sheila Nageira Theatre.

Favour 6; Opposed 0; **Carried**

Councillor O'Grady noted the following:

- 75th anniversary of the legion this year. Committee recommends placing a full page ad for cost of \$100 in the anniversary booklet. Council agreed.
- c) Economic Development, Planning and Land Use Development
Councillor Doyle advised the committee met on February 20th and there are no motions recommended from that meeting.
- d) Recreation, Special Events, Culture & Tourism
Councillor Noel presented the following recommendations from the committee meeting of February 18th

Councillor Noel presented the following motion:

Motion 25-060

R. Noel / P. Snow

Resolved to contract Recreate Consulting at a cost of \$9,990 to complete community engagement and assessment to create an action plan on behalf of the town.

Favour 6; Opposed 0; **Carried**

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Recreation

The Director of Recreation reviewed the following from his report with Council:

Pool & Rec Maintenance

- 1.) Been dealing with issues with phone system. Have some options to discuss at committee.
- 2.) Staff were called back to prepare ice rinks. Have had some good sessions on rinks. Weather is beginning to turn this week, so not sure on the longevity of ice going forward this season.

Financial & Program Analysis

	<u>2025</u>	<u>2024</u>
1.) Pool Revenue (less HST)	\$43,582.18	\$31,927.16
2.) Lesson Registration	321	253
3.) Pool Visitation	3,926	2,857

Programs & Grants

- 1.) Winter Carnival February 13th – 22nd. Lots of great events and good turnouts. Thanks to Special Events Committee for a job well done.
- 2.) One Step Forward program has another intake. First session of 2025 is concluding next week. Participants are really enjoying the program. Planning our next session, stay tuned for more info.
- 3.) Open Gym sessions on Wednesday evenings, 6:30 – 8:30. Sessions have been well attended. 20-30 participants each week. Always a new face or two. Had a group of our international students attend last week and join in the fun.
- 4.) Have entered into a partnership with MUN, reviewing our programs and their inclusivity and adaptability. Partnership is continuing. The group held interviews with some of our key staff and program providers last week. More to come.
- 5.) Have been in contact with Canadian Tire Jumpstart, reviewing options for support from this organization. Had a meeting with the Atlantic Regional Manager last week. Positive discussion about partnership.

b) Economic Development and Tourism Officer

The EDTO reviewed the following from her report with Council:

Economic Development:

- Continuing to receive enquiries weekly from members of the business community and general public concerning development opportunities. Provide consultation and referral to those interested in starting up a new business or expanding an existing one.
- Following up with those businesses engaged in the permitting process and assisting with the Service NL process.
- Through referrals to MNL, able to assist potential housing developers with applications for funding.

- Within the last 3 years, networking and working with national associations to promote the Town of Carbonear as a place to do business and develop. Site Selectors are the latest to be engaged, through strengthening these partnerships, we are building a package – hard copy and electronic to provide to potential tours of the region to encourage including Carbonear on their tour.
- Promotion and marketing of the Town, its attractions and business community have been ongoing. Through review of the campaigns, we've identified changes to be made that will help extend promotion to a larger area.
- Upcoming promotions include March Festival, start of the summer season, addition of a new end of summer festival and the expansion of the Harvest Festival.
- Over last 3 years, we've been trying different events and programming to gauge interest and seek feedback from visitors and residents. This summer we will be rolling out a summer program based on the feedback.
- Continuing to utilize the services of YOLO, google ads, traditional social media ads, out of province advertising to promote the Town as a destination to visit. We've had visitors already who are changing their plans to visit the US and instead are checking out Newfoundland. Through our partnerships with provincial associations and other museums that are open, we've had visitors this month reaching out for suggestions of things to do or see in Carbonear as it is only an hour away from St. John's.
- Listing of commercial properties are also being updated and shared with federal and provincial trade and investment departments. Inventory will also include recent photos and GPS/KML map for potential investors.
- Through discussion with admin, Director of Operations and Public Works, we have a re-design of some of the forms as part of the application process for both the business application as well as development applications. The draft should be ready for the next Development meeting.
- Working with CBDC TC, as well as other Towns, we will be hosting sessions around a CBN business network opportunity in May and June.
- Working with EcoNext to host GHG sessions for businesses and organizations.
- Approaching media companies who host travel shows with an electronic package that includes our videos and a synopsis of our events and festivals. Response has been quick, with potential for some to travel this summer to Carbonear to shoot footage.

COMMUNICATION: Promotion/Advertising/Social Media/Carbonear Connect:

Upon receipt of decision for the funding application to cover the cost of translation services for the website, we will be publishing the RFP for the website. As we would like the website to feature many of the features that enhance the accessibility of a website, securing the additional funding will ensure we have a website that isn't a work in progress again.

Carbonear Connect continues to grow and numbers increase each time there is work being completed in the Town on water/sewer infrastructure. All graphics are created in-house and posts regarding items such as Snowclearing/Hydrant Clearing are re-used from previous years WOW Wednesday has taken off during the month of February. The Town sees a measurable increase in engagement and visitation on both social media and the website as folks share and click to see the latest WOW Wednesday post.

We are sending out a reminder to community organizations to submit their upcoming events as we don't receive as many notices as previously to share. Reminders have been sent out to business/organization community to tag the Town of Carbonear social media.

Physician Recruitment/NL Health Services:

The Town welcomed a group of students for a weekend in January. Feedback provided by the students indicate they will be returning. This conference was organized by the students, we are working with the MUN School of Medicine to host another session as part of their curriculum in the Spring.

The Town hosts a bi-monthly Coffee hour at the Carbonear General Hospital and long term care centre. The event is well attended and provides an opportunity for staff/council to hear from folks who are either living in Carbonear or considering moving to Carbonear – as well as working at the hospital. The sessions are now a highlight as folks are waiting for staff when they arrive to set up.

Through the provincial contacts we've made we learn about upcoming staff and are able to provide a Welcome Bag on a regular basis- as of right now we are receiving the information solely from St. John's.

YOLO targeted promotion has also given us concrete leads on those looking to visit/move/open a business in Carbonear. We have had success with folks who have reached out via YOLO actually securing employment or moving to Carbonear. The program provides us with the contact info of each person and we are able to reach out and contact them directly. It has proven to be quite successful.

Themed Displays/Events:

The town receives feedback on the displays placed around Town throughout the year. A common comment has been to add more color during the Winter months. This year, we were able to add to our Valentine's display and have more coming for the St. Patrick's and March Festival.

A group of folks meet on Thursday nights to paint the wooden displays that are provided through the Town carpenter Steve Barrett and the use of the goliath. During these sessions, feedback is provided and ideas are given for potential ideas to add to the displays around Town.

We have a few new pieces that will be produced and will be reaching out to our arts community to assist with for the summer displays throughout the Town. We are eager to add art pieces throughout the Town as part of an attraction and a spotlight on artists and the history of Carbonear.

Each year for Harvest Festival we complete 2 waves of displays – adding in Halloween towards the end of the month. As well, we choose a key piece to add as a new centre piece each year. We do not want it to be the same each year, instead we want to add new pieces and keep one piece back to ensure people don't get tired of it. We have chosen a new themed piece for this year and look forward to folks reaction to it. Our alien addition this year was a big hit.

An appreciation note for the workers in the Public Works department for their work to help build, install and take down/store displays each time.

We will be hosting Plein-Air Painting again this summer with local artist Michelle Penney Rowe as the trial run of it in 2024 was a success and quite a lot of uptake and interest.

Immigration/ Seniors:

Through New Horizons for Seniors funding we were able to complete a full year of Seniors programming each month with the Kitchen Party once a month and the addition of bingo games, tea parties, and craft activities.

We've also added a Thursday Drop in time at the 163 Water Street to our schedule of activities that will begin in 2 weeks. Seniors are asked to drop by on Thursday afternoons from 2 to 4, bring along crafting supplies if you'd like or stop in and have a cup of tea and play a game. As it is relatively new, we are hoping to increase the uptake and have chosen to call it a Drop-in time instead of an organized activity.

We have developed new partnerships with associations through our friends at the ANC and are eager to when the Spring comes to host Social hours from a variety of associations. We had

attempted this in the past, however, due to comfort level of driving from St. John's and the early sunsets, it hadn't worked. We will begin to host them in the spring on one Saturday of the month to provide ample time for folks to travel to and from safely.

A thank you note to Charlene Subdrink and the performers she brings with her each month. Our last event was completely full and we are seeing many new faces stopping in to meet new people.

Funding applications:

A listing of funding applications that have been submitted since December 01, 2024

We are also preparing to complete applications for energy efficiency/light upgrading as well as any other opportunity that comes up.

As part of the funding applications, when successful, there is also the final reports and invoice submissions that must be completed.

A motion is required to submit a grant funding application for the Recreation Complex to Trails Pedestrian Bridge project under the Canada Public Transit Fund (CPTF) – Active Transportation Fund. A draft motion was prepared and distributed to Council.

Motion 25-061

R. Noel / S. Slade

Resolved that the EDTO submit a grant funding application for the Recreation Complex to Trails Pedestrian Bridge project under the Canada Public Transit Fund (CPTF) – Active Transportation Fund in the amount of total cost: \$536,391; Active Transportation Fund application requesting \$381,834 and that the Council supports the project and commits to securing its share of the project \$214,557.

Favour 6; Opposed 0; **Carried**

The EDTO indicated that she will be applying for additional funding sources to assist with our share of the cost.

Councillor O'Grady inquired about the detail of the proposed bridge. The EDTO advised it is a pedestrian only bridge and is a 20m span prefabricated bridge, with construction of abutments, landscaping and lighting included in the total cost of the project.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 45,745.71

Motion 25-062

C. O'Grady / R. Noel

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$45,745.71 as submitted to Council.

Favour 6; Opposed 0; **Carried**

- b) Capital Invoices:

Adelaide Street, Phase II

Meridian Engineering Inc, Engineering Invoice CC108498.....\$4,058.93

Total Adelaide Street, Phase II.....\$4,058.93

<u>Valley Road, Water, Sewer and Street Upgrading Phase 4</u> WSP E & I Canada Ltd, Invoice Number 20199463.....	\$2,364.40
<u>Valley Road, Water, Sewer and Street Upgrading Phase 4</u> WSP E & I Canada Ltd, Invoice Number G222187.....	\$33,649.58
Total Valley Road, Phase 4.....	<u>\$36,013.98</u>

<u>Grassey Lane, Water, Sewer and Storm Upgrades</u> WSP E & I Canada Ltd, Invoice Number 20121343.....	\$1,305.25
<u>Water Street Upgrading Phase III</u> WSP E & I Canada Ltd, Invoice Number 20143572.....	\$4,094.00
<u>Water Street Upgrading Phase III</u> WSP E & I Canada Ltd, Invoice Number 20173195.....	\$3,179.75
<u>Water Street Upgrading Phase III</u> WSP E & I Canada Ltd, Invoice Number GT11759.....	\$1,912.68
<u>Water Street Upgrading Phase III</u> WSP E & I Canada Ltd, Invoice number G222188.....	\$6,139.39
<u>Powell Drive Street Storm Phase III</u> Meridian Engineering Inc, Engineering Invoice CC108505.....	\$1,466.25
Total Grassey Lane, Water Street Phase III, Powell Drive Ph II..	<u>\$18,097.32</u>

Councillors O’Grady declared a conflict of interest on the Adelaide Street, Phase II invoices as he has a brother who owns property in the area.

Councillor Snow declared a conflict of interest on the Adelaide Street, Phase II invoices as he has a sister who owns property in the area.

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

Motion 25-063 D. Doyle / R. Noel

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

Adelaide Street, Phase II

Meridian Engineering Inc, Engineering Invoice CC108498.....\$4,058.93

Favour 4; Opposed 0; **Carried**

Councillors O’Grady and Snow returned to their seats at the council table.

Mayor Butt declared a conflict of interest on the Valley Road, Phase 4 project invoices as his brother owns property in the area.

Mayor Noel declared a conflict of interest on the Valley Road, Phase 4 project invoices as his brother owns property in the area.

Mayor Butt and Councillor Noel moved to the public gallery.

Motion 25-064 C. O’Grady / P. Snow

Resolved that the Town of Carbonear approve for payment the invoices for

Valley Road, Water, Sewer and Street Upgrading Phase 4 totalling \$36,013.98 as listed on the agenda.

Favour 4; Opposed 0; **Carried**

Mayor Butt and Councillor Noel returned to their seats at the council table.

Motion 25-065

C. O'Grady / S. Slade

Resolved that the Town of Carbonear approve for payment the invoices for Grassey Lane, Water Street Phase III, Powell Drive Ph II Projects totalling \$18,097.32 as listed on the agenda.

Favour 6; Opposed 0; **Carried**

10. Regulations / By Laws for Adoption

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

Motion 25-066

C. O'Grady / P. 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.

Favour 6; Opposed 0; **Carried**

11. Notices of Motion

No notices of motions were filed.

12. New Business

a) *Appointment of Department Head, Fire Chief.*

Motion 25-067

S. Slade / C. O'Grady

Resolved that the Town of Carbonear appoint Trevor Crawford as Fire Chief of the Carbonear Volunteer Fire Department.

Favour 6; Opposed 0; **Carried**

Mayor Butt read the list of the new executive of the Fire Department
read new executive:

Fire Chief – Trevor Crawford
1st Assistant Chief – Scott Mullins
2nd Assistant Chief – Don Antle
Captain - Eddie Wrice
Captain - Chris Pike
Lieutenant - Darrell Parsons
Lieutenant - Ian Green
Secretary – Trevor Snow
Treasurer – Frank Pike

b) Announcements

- Mayor Butt advised that Swim For Hope is scheduled to take place at the Carbonear Swimming Pool on Friday, March 7
- Mayor Butt advised he attended a presentation in Clarenville on the Meal on Wheels project.
- Congratulations to the Special Events Committee on a great Winter Carnival.
- Mayor Butt noted that our EDTO, Kerri Abbott attended the ceremony in Conception Bay South where she was awarded the King Charles III Coronation Medal. Council congratulated Kerri on her award.
- Deputy Mayor Slade advised the CBN JC will be meeting this Thursday night. The guest speaker is Debbie Welch. Committee is looking for additional information on the status on the Mental Health Mobile Unit. There will also be an election of officers for the positions of Chair, Secretary and Treasurer. Deputy Mayor Slade asked that council members attend if possible.

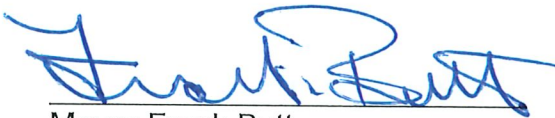
13. Adjournment

Motion 25-068

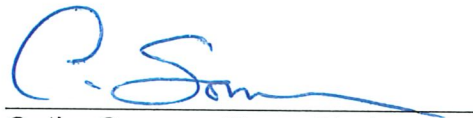
S. Slade / R. Noel

Resolved that the meeting adjourn at 6:26pm and that Council meet again for a Regular Council Meeting on Tuesday, March 11th, 2025 at 5:30pm.

Favour 6; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk