

**Town of Carbonear
Regular Council Meeting March 11, 2025**

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

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

Also Present: Town Clerk / Director of
 Financial Operations Cathy Somers
 EDTO Kerri Abbott

Absent: CAO Cynthia Davis
 Director of Operations Ian Farrell
 & Public Works

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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 March 11th, 2025 Regular Council Meeting
 Motion 25-069 D. Doyle / R. Noel
 Resolved to adopt the agenda for the March 11th, 2025 Regular Council meeting as distributed to Council.
 Favour 7; Opposed 0; **Carried**
 3. Adoption of the minutes
 - a) Regular Meeting – February 25th, 2025
 Motion 25-070 S. Slade / M. Seymour
 Resolved to adopt the minutes of the February 25, 2025 Regular Meeting of Council as presented.
 Favour 7; 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 # 10758-10760

Motion 25-071

D. Doyle / C. O'Grady

Resolved to approve permits # 10758 - 10760 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**

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 Justice and Public Safety, Fire Services Division
Re. Revised Vehicle Traffic Management program and the implementation of new training program, Emergency Scene Traffic Management for Firefighters.
Copied to the Carbonear Volunteer Fire Department.

b) Resident, Letter with concerns of increased taxes due to increase in assessed values of property.

Referred to the Administration and Finance Committee.

c) Communities in Bloom, Invitation to participate in the 2025 Communities in Bloom program.

Referred to the Recreation, Special Events, Culture and Tourism committee.

d) ACOA, Acknowledged receipt of the Town's application for financial assistance from ACOA, for project number 227337.

Placed on file.

e) Property owner, Industrial Crescent, objection to sober living facility

f) Property owner, Goff Avenue, objection to sober living facility

g) Property owner, Goff Avenue, objection to sober living facility

h) Property owner, Industrial Crescent, objection to sober living facility

i) Property Owner, Goff Avenue, objection to sober living facility

j) Property Owner Goff Avenue, objection to sober living facility

k) Objections from Daycare parents/family, sober living facility

l) Objection, sober living facility

Items 6.3 e, f, g, h, i, j, k, l objecting to the application to operate a sober living house from the property of 19 Industrial Crescent were referred to the Economic Development, Planning and Land use Development committee.

7. Committee Reports

- a) Public Works, Waste Management and Community Services
Deputy Mayor Slade advised the committee met on March 4th. Council can peruse the minutes and if they have any questions they can be addressed to the Committee.

Deputy Mayor Slade presented the following motions:

Motion 25-072

S. Slade / P. Snow

Resolved to purchase the Citizen Insight module from HiTech Communications Ltd at a cost of \$500 per month for the 2025-2026 Snow Clearing Season.

Favour 7; Opposed 0; **Carried**

Councillor O'Grady inquired if residents can track the equipment when on their snow clearing routes. Deputy Mayor Slade advised that this could be done. Mayor Butt asked if crews could clean up the debris on the shoulder of the road along Beach Road that was washed up on the road during the winter storms. Deputy Mayor Slade noted he would pass that along in tomorrow's Works Committee meeting.

Motion 25-073

S. Slade / R. Noel

Resolved to issue limited call for consultant services to review crosswalk and parking lot treatment at the Recreation Complex.

Favour 7; Opposed 0; **Carried**

Motion 25-074

S. Slade / P. Snow

Resolved to call tender for Powell Drive Phase III for construction.

Favour 7; Opposed 0; **Carried**

Motion 25-075

S. Slade / R. Noel

Be it resolved to issue a tender call to replace hoists at the municipal depot.

Favour 7; Opposed 0; **Carried**

- b) Administration and Finance

Councillor O'Grady noted the committee met on March 6th.

He noted the following from the committee meeting:

- Interviews took place for the MEO position
- Position for full time permanent Aquatics/Recreation Programmer will be posted internally.
- Fire Department By-Laws

Motion 25-076

C. O'Grady / P. Snow

Resolved to adopt the amended Fire Department By-Laws as reviewed and recommended by the Administration and Finance committee.

Favour 7; Opposed 0; **Carried**

- Committee meetings are now open to the public. The minutes of our committee meetings, effective January, 2025 will now be placed on the town's website.
Any privileged item would have to be handled in a closed session.

c) Economic Development, Planning and Land Use Development

Councillor Doyle advised the committee met on March 6th.

Councillor Doyle advised the following:

- Staff are problem solving with resident who completed work prior to obtaining a permit.
- Another development application is being deferred for when revised plan is received.
- The MEO is in contact with an individual regarding application requirements.
- Currently there is a development application that does not meet the requirements of the existing regulations, however if the new Plan and Development Regulations are approved and adopted, the application would meet the requirements.
- Another application requires a Discretionary Use notice for a Home-Based business.
- The upcoming March festival is already started. Lots of Paddy's day celebrations this weekend.

Councillor Doyle moved to the public gallery on the issue of the application for the proposed sober living home at 19 Industrial Crescent as she declared a conflict of interest on the matter because she is on the Board of Directors for an organization that is located in one of the properties that submitted an objection.

Councillor O'Grady advised that Council will proceed to set up a meeting with the applicants to get further information and clarification on the proposal.
After that Council will set up a public information session on the proposal.

Councillor Doyle returned to her seat at the Council table.

There are still some applications pending, awaiting approval from Service NL.

Councillor Doyle presented the following motion:

Motion 25-077

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 open a home-based business (photography studio) from 10 Chapel Hill*

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.

Favour 7; Opposed 0; **Carried**

- d) Recreation, Special Events, Culture and Tourism
Councillor Seymour advised the committee met on March 4th.
He noted that the Town had a great Winter Carnival and thanked all volunteers and staff who helped make this possible.
Councillor Seymour presented the following motions:

Motion 25-078

M. Seymour / D. Doyle

Resolved to supply and install a new telephone system for the Carbonear Swimming Pool from Alt Telecom at a cost of \$5,980 (HST included) and a monthly rate of \$145.

Favour 7; Opposed 0; **Carried**

Councillor Doyle asked if this is just the hardware or services as well.

Town Clerk will determine if there are other monthly fees.

Committee noted that the same equipment is used in various municipalities in NL.

Motion 25-079

M. Seymour / R. Noel

Resolved to proceed to tender for the replacement of the front doors at the Carbonear Swimming Pool.

Favour 7; Opposed 0; **Carried**

Councillor Doyle inquired about safety concerns for children where doors will automatically open on approach.

Discussed.

Councillor Seymour advised there will be sliding doors on the outside with push button doors on the inside.

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

Town Clerk advised the CAO previously distributed her report to Council

She noted there are no concerns with the revenue and expenditures to date for 2025.

b) Director of Operations and Public Works

Town Clerk advised the Director of Operations and Public Works distributed his report to Council this afternoon.

Town Clerk advise there were only a few items highlighted for Council's attention:

- Tender call for pickup truck ready to be advertised.

- MEO position competition is ongoing.
- 2025 Paving Program - Limited call for consultant is ready to send out.
- Powell Drive Phase 3
IFR (Issued For Review) drawing set is received and ready for tender call.
Public consultation is scheduled for this Friday.
- ICIP Beach Road Sewer Upgrading – Tender Call is published.
- Water Street Phase 3
ACOA funding application was submitted. Awaiting funding approval.

Draft Motions for Council Resolution

Deputy Mayor Slade presented the following motions:

Motion 25-080

S. Slade / P. Snow

Be it resolved to issue a limited call for consultant services for the 2025 Paving Program.

Favour 7; Opposed 0; **Carried**

Motion 25-081

S. Slade / R. Noel

Be it resolved to issue a tender call to purchase a new pickup truck.

Favour 7; Opposed 0; **Carried**

c) Fire Chief

Mayor Butt welcomed Fire Chief, Trevor Crawford to the meeting and congratulated him and the other members of the Fire Department elected to the new CVFD Executive.

Fire Chief reported on the following:

CVFD responded to 79 calls in 2024

- Structure Fires – 4
- Vehicle Fires – 1
- Grass Fires – 6
- Chimney Fires – 4
- Motor Vehicle Accidents – 17
- Alarm Activations - 24
- Mutual Aid – 1
- Medivac – 6
- Other – 16

Training

- 3 members attended the Advanced First Aid for Fire Fighters a few weeks ago in Salmon Cove.

- 2 members attended the NFPA Pumper course the past two weekends in Victoria.
- We will be hosting an NFPA Certified Vehicle Extrication course the last two weekends of March.
- We have members going to a Regional Haz Mat course in Clarendville in early April.
- 10-12 members are going to Gander for a week in May to attend the provincial Fire School.

Fire Chief Crawford thanked Council for their support of the Carbonear Volunteer Fire Department.

Councillor Doyle inquired about the 17 Motor Vehicle calls and if there are particular trouble areas. Chief Crawford noted that most of the calls are at the lights on Powell Drive and at the intersection near Shell on Powell Drive. He noted that the recently installed crosswalk in that area on Powell Drive near the Shell location was a good addition.

Deputy Mayor Slade also congratulated the Fire Chief and the new executive and noted that Council will continue to support the Carbonear Volunteer Fire Department.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$230,283.60

Motion 25-082 C. O'Grady / P. Snow

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$230,238.60 as submitted to Council.

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Powell Drive, Phase 3

Meridian Engineering Inc., Invoice # CC108533.....\$5,865.00

Motion 25-083 C. O'Grady / S. Slade

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

Powell Drive, Phase 3

Meridian Engineering Inc., Invoice # CC108533.....\$5,865.00

Favour 7; Opposed 0; **Carried**

11. Notices of Motion

No notices of motions were filed.

12. New Business

- Mayor Butt congratulated EastLink on the opening of their new store at the TC Square.
- Mayor Butt attended the opening ceremonies for Swim For Hope with Poseidon Swim Club this past week on Friday, March 7 at the Carbonear Pool.
- Deputy Mayor Slade advised the CBNJC held their election of officers and the New Chair is Geoff Jeff Seymour. Deputy Mayor Slade noted this is a very important committee for the towns in the area and invites all member towns to appoint a representative to attend the CBNJC meetings.

13. Adjournment

Motion 25-084

S. Slade / P. Snow

Resolved that the meeting adjourn at 6:10pm and that Council meet again for a Regular Council Meeting on Tuesday, March 25th, 2025 at 5:30pm.

Favour 7; Opposed 0; **Carried**

Mayor Frank Butt

Cathy Somers, Town Clerk