

Town of Carbonear
Regular Council Meeting July 17th, 2025
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, July 17, 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: CAO Cynthia Davis
Town Clerk / Director of Financial Operations Cathy Somers

Also Absent: Director of Operations and 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 5:50pm. The meeting is being recorded and will be available on Youtube. He welcomed those in attendance
2. Approval of the Agenda for July 17th, 2025 Regular Council Meeting
Motion 25-215 R. Noel / C. O'Grady
Resolved to adopt the agenda for the July 17th, 2025 Regular Council meeting as distributed to Council.
Favour 7; Opposed 0; **Carried**
3. Adoption of the minutes
a) Regular Meeting – June 25, 2025
Motion 25-216 S. Slade / P. Snow
Resolved to adopt the minutes of the June 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 # 10899-10925

Motion 25-217

D. Doyle / M. Seymour

Resolved to approve permits # 10899-10925 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

a) WSP E&I Canada Ltd

2024-2025 Paving Contract – Motion to Award to Concord Paving in the amount of \$930,450 plus HST.

Mayor Butt declared a conflict of interest on Beverly Road as he has a brother who owns property in the area.

Mayor Butt declared a conflict of interest on Quarters Lane as he has a sister-in-law who owns property in the area.

Councillor Noel declared a conflict of interest on Forest Road – 110m as he has a son who owns property in the area.

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

Councillor Seymour declared a conflict of interest on Quarters Lane as he has a son who owns property in the area.

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

Councillor Snow declared a conflict of interest on Quarters Lane as he has a brother-in-law who owns property in the area.

Mayor Butt, Councillor Noel, Councillor Seymour and Councillor Snow moved to the public gallery.

Deputy Mayor Slade assumed the position of Chair

Motion 25-218

D. Doyle / C. O'Grady

*Whereas the tender call has closed for the 2024/2025 Paving Programs; and
Whereas the engineering consultant has advised that the tenders are in good order;
Be it resolved that the Town of Carbonear award a contract to the lowest bidder,
Concord Paving, in the amount of \$930,450 plus HST.*

Favour 3; Opposed 0; **Carried**

Mayor Butt, Councillor Noel, Councillor Seymour and Councillor Snow returned to their seats at the Council table. Mayor Butt assumed the position of Chair.

b) Department of Families and Affordability

RE: Approval of Accessibility Grant in the amount of \$25,000 to support the work to complete renovation of public washrooms. Agreement to be signed.

Motion 25-219

S. Slade / P. Snow

Resolved that the Town of Carbonear enter into an agreement with the Department of Families and Affordability and accept the Accessibility Grant in the amount of \$25,000, for the Renovation of Public Washrooms – Wheelchair Accessible Doors project; and Be It Further resolved that the Mayor and/or Deputy Mayor and the Town Clerk/Director of Financial Operations and/or Chief Administrative Officer are authorized to sign the agreement on behalf of the Council of Carbonear.

Favour 7; Opposed 0; **Carried**

- c) Department of Transportation & Infrastructure
17-MYCW-24-00031 Lemarchant Street Extension – Water Sewer Storm Road Upgrades – Motion to award to Dexter Construction Company Ltd in the amount of \$861,309.75 HST included.

Motion 25-220

S. Slade / C. O'Grady

Whereas Lemarchant Road Extension Water Sewer Storm Road Upgrades – 17-MYCW-24-00031 tender call has closed; and whereas the lowest compliant tender is under the pre-tender estimate;

Be it resolved to award a contract to the lowest bidder, Dexter Construction Company Limited, in the amount of \$861,309.75 HST included in accordance with recommendations to award received from the consultant and the province.

Favour 7; Opposed 0; **Carried**

6.3 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Government NL

- Department of Municipal Affairs and Community Engagement regarding emergency preparedness and confirmation of contact information and readiness. Forwarded to the Chief Administrative Officer for completion.
- Department of Municipal Infrastructure regarding change order – Project Paving Program 2023 in the amount of \$2,222.66. Forwarded to Public Works, Waste Management and Community Services committee.
- Department of Transportation and Infrastructure
- Department of Municipal Affairs and Community Engagement regarding 2025 Agriculture Property Tax Exemption List for Farmers, Under Subsection 121 (j) of the Towns and Local Service District Act. Copied to the Town Clerk. Placed on file
- Department of Transportation and Infrastructure regarding approval to award contract to Shaw Ventures in the amount of \$718,834.38 (HST incl) 17-GI-00052 Beach Road Sewer Sizing. Placed on file
- Department of Transportation and Infrastructure regarding approval to award contract to Cougar Engineering in the amount of \$821,100 (HST incl) 17-GI-00053 Cross Roads Water Sewer Road Upgrades. Placed on file
- Department of Transportation and Infrastructure regarding Risk Management Framework Rollout. Forwarded to the Chief Administrative Officer
- Department of Environment and Climate Change regarding Important Notice on Anticipated Water Shortages – Summer 2025. Forwarded to the Chief Administrative Officer and the Director of Operations and Public Works
- Department of Transportation and Infrastructure regarding changes to Municipal Infrastructure Master Construction Specifications request for feedback. Forwarded to the Chief Administrative Officer.
- Department of Government Modernization and Service Delivery, Government Service Centre regarding - NL Public Health Laboratory, Test results of water samples collected on July 9 at North Atlantic, Garland's Meat Shopper, Esso & Shell. All Results marked satisfactory. Copied to the Chief Administrative Officer and the Director of Operations and Public Works. Placed on file
- Department of Municipal Affairs and Community Engagement. Capital Investment Plan Approval. Canada Community Building Fund committee has

accepted the project Beach Road Sewer Sizing Upgrade project in the amount of \$273,336. Forwarded to Chief Administrative Officer.

- b) Vision Loss Rehabilitation Canada regarding environmental assessment conducted at Keyin College, Water Street. Forwarded to Chief Administrative Officer, Director of Operations and Public Works and the Public Works, Waste Management and Community Services committee.
- c) Avalon Member of Parliament, Community Outreach Assistant, introduction and available supports as point of contract for the MP. Forwarded to Administration
- d) Municipal Assessment Agency regarding Clar Simmons 2025. Forwarded to Council and staff. Placed on file.
- e) Royal Canadian Legion regarding crosswalk, Water Street. Forwarded to Chief Administrative Officer and the Director of Operations and Public Works
- f) Kiwanis Club of Carbonear regarding 12th Annual Kiwanis Golf Tournament. September 8, 2025. Forwarded to Administration and Finance committee.
- g) Individual concern with littering from vehicle. Forwarded to Public Works, Waste Management and Community Services committee
- h) Workplace NL regarding Certification Training Updates. Forwarded to the Chief Administrative Officer
- i) Innovation, Science and Economic Development, Government of Canada regarding increasing awareness of the Canada Small Business Financing Program. Forwarded to the Chief Administrative Officer and the Economic Development and Tourism Officer.
- j) Fire Underwriters regarding 2025 National Fire Chief of the Year Awards. Deadline for submission July 25, 2025. Copied to the Fire Chief.
- k) MMSB regarding invitation to participate in a study on the end-of-life management of electronic waste in NL. Forwarded to Chief Administrative Officer.

Mayor Butt inquired on Item 6.3 (e) and asked if the template for the sidewalk has been provided. Deputy Mayor Slade advised that the template is at the Legion.

7. Committee Reports

- a) Public Works, Waste Management & Community Services
Deputy Mayor Slade advised the committee met on July 2nd. Council can peruse the minutes and any questions can be addressed to the committee.
Deputy Mayor Slade presented the following motions recommended from the committee.

Motion 25-221

S. Slade / R. Noel

Resolved to approve the purchase of two bottle filling stations, one to be placed at the property of the Railway Station Museum and the other to be placed at the Recreation Complex, for the approximate cost of up to \$5,000 per bottle filling station.

Favour 7; Opposed 0; **Carried**

Motion 25-222

S. Slade / C. O'Grady

Resolved to approve PCA Amendment Change Order (1) in the amount of \$2,222.66 to WSP E&I Canada Ltd for Paving Program 2023 to transfer unused budget from Site Inspections and Expenses and to add the additional required budget for the Materials Testing.

Favour 7; Opposed 0; **Carried**

b) Recreation, Special Events, Culture and Tourism

Councillor Seymour advised the committee met on July 9th. Council can review the minutes and any questions can be addressed to the committee.

Councillor Seymour presented the following motions recommended by the committee.

Motion 25-223

M. Seymour / P. Snow

Resolved to purchase 10 Steel Drum Lined Garbage Cans with Steel Dome Lid and 5 46" Square In-Ground Picnic Tables from ULINE at a cost of \$11,805 + HST & Shipping.

Favour 7; Opposed 0; **Carried**

CAO advised there is another item noted in the minutes that requires a motion of Council relating to land acquisition / expropriation for additional land for recreation purposes. The land is between the current recreation complex and the high school property on Valley Road.

Councillor Doyle asked if she would be conflict of interest as the property bounds on the school property where she is employed.

Motion 25-224

P. Snow / R. Noel

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 acquisition / expropriation of land on Valley Road being presented at this meeting.

Favour 6; Opposed 0; **Carried**

Motion 25-225

R. Noel / M. Seymour

Resolved that the Town of Carbonear proceed with the process to acquire land located at 87-93 Valley Road for the purpose of expanding the Town's Recreation facilities, which may include expropriation of the property if there are title issues with the property and in accordance with the requirements of the Towns and Local Service District Act relating to land acquisition.

Favour 7; Opposed 0; **Carried**

d) Economic Development, Planning and Land Use Development

Councillor Doyle noted the following from the committee meeting:

- The YOLO Nomad map is expected to be live sometime next week.
- Occupancy Permits – Legislation requires the issuance of occupancy permits. The town does not have building inspector so it has been a concern issuing these permits. Some research has been done on the matter and a policy will be drafted for review with the committee.
- Several permits have been delayed, awaiting Service NL approval. Staff followed up with Service NL on the status of the approvals, and it was determined there are only 2 applications received for processing. Staff will follow up with the remaining business applicants who have not yet submitted their Service NL applications.

Councillor Doyle presented the following motions:

Motion 25-226

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 install signage at 111 Columbus Drive, in accordance with Section 10, Discretionary Powers of Council;*
- *To install signage at 80 Powell Drive, in accordance with Section 10, Discretionary Powers of Council*
- *To replace front step at 69 Southside Lower Road, in accordance with Section 10, Discretionary Powers of Council;*
- *To place signage at 192 Water Street;*
- *To construct a curb at 95 Water Street, in accordance with Section 10, Discretionary Powers of Council;*

Favour 7; Opposed 0; **Carried**

Motion 25-227

D. Doyle / C. O'Grady

Resolved to refuse the application to construct an accessory building at 2 Scarlet Ridge Road as the development is not in compliance with the Town of Carbonear Development Regulations as the accessory building projects in front of the main dwelling on the property from Highroad South.

Favour 7; Opposed 0; **Carried**

Mayor Butt advised he did an interview with CBC on the billboard advertisements promoting Carbonear as a place to visit. The billboards are located in Toronto and hopefully this will help to attract visitors to Carbonear.

e) Administration and Finance

Councillor O'Grady advised the committee met on July 4th and noted the following:

- Update on 2025 tax collections to date: Property Tax 83% collected, Water/Sewer Tax 80% collected and Business Tax 85% collected.
- The organizational review being completed by Higher Talent should be presented to Council some time next week.

Councillor O'Grady presented the following motion as recommended by the committee:

Motion 25-228

C. O'Grady / P. Snow

*Whereas the Town of Carbonear are in receipt of an application from the Carbonear Heritage Society for grant under the Grant and Donations Policy; and
Whereas the applicant has submitted the documentation required and the request is in accordance with the policy;*

Be It Resolved to approve a grant for the 2025 fiscal year in the amount of \$2,500 to the Carbonear Heritage Society.

Favour 7; Opposed 0; **Carried**

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

The CAO noted the following from her report.

- Budgeted Tax Revenue is \$6,131,865. Tax revenue levied is \$6,102,839. This is \$29,026 below tax revenue budgeted. There may be other adjustments throughout the year with supplementary assessments that will change this difference but the revenues are projected to be within budget.
- Other revenues – Own Sources was budgeted at \$712,038 with \$321,677 collected to date.
- Expenses are shown in the report by department. All departments are within budget. If expenses were spent equally throughout the year, there would be 42% spent to date. General Government and Environmental Health show a higher percentage the 41% spent to date. This is due to some amounts such as insurance under General Government being invoiced for the full year and the Waster Disposal Fees invoiced for the full year under Environment Health.

The CAO provided an update on the status of the Municipal Plan and Development Regulations Review and noted the following:

The Town has received Section 15 release from the province for the document. She noted that she was talking to the planner today and he will update the few items noted to date. He has also emailed a proposed date to the Commissioner. When a date for the Public Hearing has been determined, Council may need to call a special meeting to expedite the process, otherwise the next meeting is Regular Council meeting is scheduled for August 12, 2025. The notice has to be posted a minimum of 14 days giving notice of the adoption and the date for the hearing of objections and representations.

The next step is to adopt the plan and set the public hearing date. Once we have a date that the commissioner and the planner are available, the adoption can be made with the scheduled hearing date.

Once the hearing is over, the commissioner shall complete a report setting out in detail recommendations respecting objections and representations considered by the commissioner at the public hearing. A report, if completed, is required to be submitted to council. Council can decide to accept, reject or make changes based on the recommendations in the Commissioner's report. Where changes are proposed, another public hearing is required.

Once the public hearing process is completed, the plan and development regulations can be approved. Depending on when the report is received from the commissioner, it may be possible to approve the plan and development regulations at the September 9 or 23 meeting. The plan and development regulations are then required to be submitted to the Minister for review and registration. After registration, it has to be placed in the NL Gazette before coming into force. Hopefully, this can be completed before the municipal election.

b) Director of Operations and Public Works

CAO advised the Director of Operations and Public Works provided a report dated July 11. She noted the updates as provided in his report:

Capital Projects

2025 Paving Project and 2024 Paving Project

Tender closed and awaiting recommendation from the Consultant.

CAO noted the recommendation to award was received and included on today's agenda under Correspondence requiring Council's decision – A motion to award was obtained earlier in the meeting.

Sanitary Sewer System and Effluent Treatment Study

Draft received and feedback provided to the Consultant for further work.

MYCW Lemarchant Road Extension

Tender call has closed and awaiting recommendation from the Consultant.

CAO noted the approval to award was received and included on today's agenda under Correspondence requiring Council's decision – A motion to award was obtained earlier in the meeting

ICIP Beach Road Sewer Upgrading

Awaiting approval letter from CCBF and will then award the contract.

CAO advised this approval letter has been received and contract can be awarded.

The motion to award was obtained in a previous meeting.

ICIP Cross Roads Water Sewer Street Upgrading

Contract signed and kickoff meeting planned for next week. The contractor is mobilizing on site next week.

Grassey Lane Water Sewer Storm Upgrades

Contractor expected to return to adjust manholes this week.

CAO advised the contractor will be on site next week to raise the manholes so the street can be paved.

c) Town Clerk Report – Municipal Election 2025 decisions for Council.

Town Clerk previously provided her report to Council on the 2025 Municipal Election and identified decisions that are required to be made by Council relating to the election.

The following motions were presented.

Motion 25-229

C. O'Grady / P. Snow

Resolved that the Town of Carbonear hold In-Person voting for the 2025 Town of Carbonear Municipal Election.

Favour 7; Opposed 0; **Carried**

Motion 25-230

S. Slade / M. Seymour

Resolved that the Town of Carbonear hold one nomination day for the upcoming 2025 Town of Carbonear Municipal Election on Thursday, September 4, 2025 from 8:00am - 8:00pm.

Favour 7; Opposed 0; **Carried**

Motion 25-231

S. Slade / C. O'Grady

Resolved that the Town of Carbonear hold an advance poll on Saturday, September 27, 2025 from 8am to 8pm for the 2025 Municipal Election.

Favour 7; Opposed 0; **Carried**

Motion 25-232

S. Slade / P. Snow

Resolved that the Town of Carbonear appoint Cynthia Davis as the Alternate Returning Officer (ARO) for the 2025 Town of Carbonear Municipal Election.
Favour 7; Opposed 0; **Carried**

Motion 25-233

S. Slade / C. O'Grady

Resolved that the Town of Carbonear hold a separate election for the position of Mayor for the October 2, 2025 Municipal Election.

Favour 7; Opposed 0; **Carried**

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$106,241.33

Motion 25-234

C. O'Grady / P. Snow

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$106,241.33 as submitted to Council.

Favour 7; Opposed 0; **Carried**

- c) Capital Invoices:

Water, Sewer & Street Upgrading, Water Street Phase 2 – Electrical Landscaping

Harris & Associates Invoice # 7173 (final).....\$1,380.00

Lemarchant Street Extension

WSP Engineering Invoice Number # 20185965.....\$4,727.65

2023 Paving Program

Engineering Invoice Number 20194416..... \$15,346.18

Powell Drive Street Storm Upgrading, Phase III

Meridian Engineering Inc., Invoice # CC108746..... \$12,021.43

Total Capital Project Invoices \$33,475.26

Motion 25-235

C. O'Grady / M. Seymour

Resolved that the Town of Carbonear approve for payment the list of Capital Invoices totaling operating invoices over \$2,000 totaling \$33,475.26 as submitted to Council.

Favour 7; Opposed 0; **Carried**

10. Notices of Motion

No notices of motions were filed.

11. New Business

a) Announcements

- Mayor Butt welcomed the Camp Delight campers who are attending Camp McCarthy cabins. There are 51 participants and this is their 3rd year in Carbonear. Mayor Butt noted that he was in last week to welcome them on their first day at camp.
- Mayor Butt reminded residents to follow the requirements for water conservation.
- Councillor Noel asked that a letter be written to Minister Steve Crocker thanking him for his service and wishing him well in the future. Letter to be sent.
- Deputy Mayor Slade asked if the water supply is being checked regularly. CAO advised the Water/Sewer staff are checking it daily. The Director of Operations and Public Works had someone do an underwater video, there is still several feet of coverage over the intake.

It was noted that the level of the pond is lower than usual for this time of year.

- There was another fire down in Small Point today. Residents are advised to ensure safety to prevent wild fires.
- The Special Events Committee are requesting groups and businesses to notify them of any activities they have planned for the Carbonear Day weekend.

12. Adjournment

Motion 25-236

S. Slade / R. Noel

Resolved that the meeting adjourn at 6:37 pm and that Council meet again for a Regular Council Meeting on Tuesday, August 12th, 2025 at 5:30pm.

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk