

Town of Carbonear
Regular Council Meeting August 12th, 2025
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, August 12, 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
Director of Operations and Public Works Ian Farrell
Director of Recreation Rob Button
EDTO Kerri Abbott

Absent: Town Clerk / Director of Financial Operations Cathy Somers (Annual Leave)

1. Calling of Meeting to Order
Mayor Butt welcomed those present at the meeting or watching online through YouTube and called the meeting to order at 5:35 pm. The meeting is being recorded and will be available on YouTube. The Mayor recognized the work of the fire fighters and other first responders who are responding to the wildfires. He also recognized the North Shore residents and to keep all in our thoughts and prayers.
2. Approval of the Agenda for August 12th, 2025 Regular Council Meeting
Motion 25-237 S. Slade / R. Noel
Resolved to adopt the agenda with the addition of the request from the Interfaith Cemetary for application of calcium to the Cemetary Road as item 6.2 (d) for the August 12th, 2025 Regular Council meeting as distributed to Council.
Favour 7; Opposed 0; **Carried**
3. Adoption of the minutes
a) Regular Meeting – July 17, 2025
Motion 25-238 P. Snow / C. O'Grady
Resolved to adopt the minutes of the July 17, 2025 Regular Meeting of Council as presented.
Favour 7; Opposed 0; **Carried**
4. Business Arising from Minutes
No business arising.
5. Proclamations / Presentations / Delegations

6. Permits and Correspondence

6.1 Permit Listing # 10926-10958

Motion 25-239

C. O'Grady / P. Snow

Resolved to approve permits # 10926-10958 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) Stewardship Association of Municipalities Agreement

Motion 25-240

S. Slade / R. Noel

WHEREAS the Stewardship Association of Municipalities (SAM) supports more than 50 member municipalities in the engagement of wildlife habitat conservation, enhancement and stewardship within their planning area boundaries to help communities, developers and landowners become more aware of the value of wildlife habitat within their jurisdictions and to empower them to conserve and enhance these areas; and WHEREAS SAM works in close relationship with the Province's Department of Fisheries, Forestry and Agriculture, Wildlife Division, to identify significant wildlife habitat found within municipal planning boundaries; and

WHEREAS the Town of Carbonear seeks a balance between development and conservation of wildlife habitat within its municipal planning area boundary; and WHEREAS the Town of Carbonear welcomes the support of SAM for conservation planning, environmental educational programming and other supports;

BE IT RESOLVED to approve the Mayor and/or Deputy Mayor and the Town Clerk and/or the CAO to sign the Habitat Stewardship Agreement between the Town of Carbonear and the Government of Newfoundland and Labrador.

Favour 7; Opposed 0; **Carried**

The CAO noticed that there was a resolution provided on the first page of the agreement that was different from the one that was just made. The CAO requested that Council make the resolution provided as well.

Motion 25-241

S. Slade / R. Noel

WHEREAS the Government of Newfoundland and Labrador has entered into an Agreement with others for the implementation of the North American Waterfowl Management Plan through the Eastern Habitat Joint Venture;

AND WHEREAS the parties hereto recognize that the property protection and management of coastal, wetland and upland habitats are fundamental tools in maintaining and enhancing the wildlife populations in the province;

ANDE WHEREAS the Minister proposed that certain important wildlife habitats within the Municipality be protected and enhanced through and with the cooperation of the Municipality in accordance with this Agreement and a Habitat Conservation Plan developed hereafter;

AND WHEREAS the Municipality has agreed to enter in to this Agreement for the purpose of protecting and enhancing those areas of important wildlife habitat within the limits of its jurisdiction;

NOW THEREFORE IT IS AGREED BY THE PARTIES AS OUTLINED IN THE AGREEMENT PROVIDED.

Favour 7; Opposed 0; **Carried**

- b) September 10, 2025 – World Suicide Day

Motion 25-242 S. Slade / P. Snow

WHEREAS many loved ones in our community have been lost to suicide - many through feelings of depression; hopelessness and helplessness; and

WHEREAS many people have been affected by the tragedy of suicide and struggle to reconcile themselves to this type of loss for years; and

WHEREAS suicide is the second leading cause of death amongst our youth; our first nations people have increasingly higher rates on a yearly basis; Indigenous, LGBTQ+ and at-risk youth are at least 4 times more likely to attempt suicide; our seniors and military personnel too often struggle alone; and according to the Mental Health Commission of Canada, nearly 4,000 Canadians die yearly by suicide; and WHEREAS awareness and education; compassion and understanding are fundamental in the prevention of suicide;

THEREFORE; I, Mayor Frank Butt, do hereby declare the month of September 10th, 2025, as **World Suicide Prevention Day**, in the Town of Carbonear.

Favour 7; Opposed 0; **Carried**

- c) Property owner, Grassey Lane. Request for exemption to Noise by Law, August 16 to 12 midnight.

Motion 25-243 S. Slade / C. O'Grady

Resolved to approve an exemption to the Noise by-law from 10 pm to midnight, August 16, 2025 for a family function taking place at 22 Grassey Lane.

Favour 7; Opposed 0; **Carried**

- d) Cemetery Road Committee, Request for Calcium Application

Motion 25-244 S. Slade / M. Seymour

Resolved to approve a one-time application of calcium by the Town of Carbonear to Cemetery Road at this time.

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 Transportation and Infrastructure
Application status update in MSIS. Forwarded to the Chief Administrative Officer.
 - Department of Municipal Affairs and Community Engagement regarding Long Service Award Elected Officials. Forwarded to the Chief Administration Officer and Town Clerk
 - Department of Municipal Affairs and Community Engagement regarding Notice for 2025 Municipal Election Kits
 - Public Procurement Agency regarding request for information on procurements for the calendar year. Copied to the Chief Administrative Officer and the Town Clerk
- b) Government of Canada regarding advance notification – New Horizons for Seniors Program call for Proposal 2025-2026. The deadline for submission is September 17 at 3 pm. Forwarded to Chief Administrative Officer, Director of Recreation and the Economic Development and Tourism Officer.

Under the authority of Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Carbonear adopts the Town of Carbonear Municipal Plan, 2025.
Favour 7; Opposed 0; **Carried**

Motion 25-248

C. O'Grady / S. Slade

Resolved to set the date for the public hearing for the Municipal Plan and Development Regulations Review, 2025 for September 3, 2025.

Favour 7; Opposed 0; **Carried**

Motion 25-249

C. O'Grady / P. Snow

Resolved to approve the application to relocate existing HVAC business to 15 Powell Drive with the exclusion of the propane dispensary conditional upon receipt of approval from Service NL and other applicable government departments and agencies; and

Further 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**

Motion 25-250

C. O'Grady / S. Slade

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 replace existing wheelchair ramp at 9 Drake's Hill, in accordance with Section 10, Discretionary Powers of Council;*
- *To replace boards on existing deck at 70 Water Street;*
- *To complete ground work at rear of property at 69 London Road;*
- *To construct 20 feet by 30 feet extension to Camp McCarthy conditional upon receipt of approval from the Department of Digital Government and Service NL and other applicable government departments and agencies;*

Favour 7; Opposed 0; **Carried**

Motion 25-251

C. O'Grady / P. Snow

Resolved to approve the replacement of an existing cabin with a new cabin and change the use of the existing cabin to a shed/boathouse at Flings Long Pond conditional upon the following:

- *receipt of applicable approvals from the Department of Environment and Climate Change (Water Resources Division); and*
- *receipt of applicable approvals from Service NL for any onsite well and septic system, if required; and*
- *other applicable approvals from other government departments and agencies and utility companies; and*
- *an inspection by town personnel confirming the former cabin has been converted to a shed/boathouse prior to approval of NL Power to connect power to the new cabin; and*

Be it Further Resolved that if the former cabin is not altered to change the use to a shed/boathouse to the satisfaction of council, the former cabin is to be removed or demolished prior to approval of power to the new cabin.

Favour 7; Opposed 0; **Carried**

Motion 25-252**C. O'Grady / S. Slade**

Resolved that the Town of Carbonear approve in principle a residential subdivision in the Merchant Drive Area west of the current commercial development conditional upon:

- *compliance with the draft Carbonear Municipal Plan and Development Regulations, 2025 upon its approval, registration and advertisement in the NL Gazette; and*
- *provision of an updated road concept, drawings, designs and other documentation to municipal specifications satisfactory to the Town of Carbonear for processing; and*
- *Other requirements that may be specified by the Town of Carbonear.*

Favour 6; Opposed 1; Carried

Mayor Butt opposed the motion.

Motion 25-253**C. O'Grady / M. Seymour**

Resolved to recommend the proposed street classifications per the report dated August 7, 2025 to the planner for inclusion in the draft Carbonear Municipal Plan and Development Regulations, 2025.

Favour 7; Opposed 0; Carried

d) **Administration and Finance**

Councillor O'Grady reported the committee met on July 31. A copy of the minutes was distributed to Council for their information.

He reported that the audit is 95% complete and the auditor is waiting on information from the town to complete the audit. The committee has recommended that provision of this information be made a priority.

8. **Reports of Chief Administrative Officer and Department Heads**

a) **Chief Administrative Officer**

The CAO reported that there are still reports of properties still indiscriminately using water during the water conservation period in violation of the Water and Sewer Regulations. There have been additional notices reminding residents of the advisory. Thanks were extended to the local car wash for voluntarily closing the car wash. The CAO requested a confirmation by council of the water conservation advisory.

Motion 25-254**S. Slade / R. Noel**

Whereas water levels at the water levels continue to decline and are below normal for this period of time; and

Whereas conservation measures are required to conserve water so that it is available for essential uses; and

Whereas unauthorized water use identified by the Town of Carbonear is considered to be indiscriminate use of water;

Be It Resolved to approve and/or confirm the Water Conservation Order being advertised by the town that prohibits the exterior use of water such as watering lawns, washing vehicles, dwellings or other exterior structures or other exterior use that may be determined to be non-essential at this time.; and

Be It Further Resolved that staff can take measures to prevent indiscriminate use of water including discontinuation of water service to properties that refuse to cease unauthorized water use per the Water Conservation Order.

Favour 7; Opposed 0; Carried

- b) Director of Recreation
 - The Summer Recreation Program was successful.
 - Carbonear Days was successful. 275 children participated and it is estimated that 800-900 people were on the field. A thank you was extended to staff and the Special Events Committee for helping to make these activities such a success.
 - Swims are increased over this time last year and lessons are on par.
 - The Recreation Department are providing assistance, wherever possible, to the evacuation efforts. The pool is providing shower facilities; the summer program is not currently at capacity so children evacuated are being accommodated at the program and Paddy's Garden area has been made available for travel trailers of evacuees.
- c) Director of Operations and Public Works
 - The Cross Roads Project and the Lemarchant Street Ext Project are ongoing. The Valley Road Ph 3 Project is nearing completion.
 - Maintenance work continues but consideration of the evacuation situation and assistance required by the Public Works staff is being factored into which projects are being scheduled at this time.
 - Public Works staff is working on increasing water flow into Little Island Pond which is the Town's water supply that does not have water flowing from nearby ponds due to lower-than-normal water levels in the Watershed in general.
 - A thank you was extended to the Director for the work of him and his staff to try to make improvements to the water levels at the water supply.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$99,308.77

Motion 25-255

C. O'Grady / P. Snow

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$99,308.77 as submitted to Council.

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Powell Drive Street & Storm Upgrades-Phase 3

Concord Paving Ltd. Claim #1..... \$298,625.45

Meridian Engineering Invoice # CC108791.....\$4,819.82

2025 Paving Program

WSP E & I Canada, Engineering Invoice # 20277843.....\$1,696.25

Total Operating Invoices.....\$305,141.25

Motion 25-256

C. O'Grady / S. Slade

Resolved that the Town of Carbonear approve for payment the list of Capital Invoices totaling operating invoices over \$2,000 totaling \$305,141.25 as submitted to Council.

Favour 7; Opposed 0; **Carried**

10. Notices of Motion
No notices of motions.

11. New Business

- Deputy Mayor Slade thanked the residents who have taken in evacuees, the volunteers assisting evacuees, first responders, including the CVFD. Everyone's efforts are greatly appreciated. He also recognized Councillor Doyle for her volunteer efforts at the evacuation centre.
- Mayor Butt reminded everyone of the fire ban and also thanked volunteers. He attended a function for the Tricon Gentle Giants and was presented with a Certificate of Appreciation to the Town of Carbonear by the Tricon Gentle Giants for its support and generosity.
- A recommendation from the Economic Development, Planning and Land Use Development was overlooked during the report.

Motion 25-257

C. O'Grady / R. Noel

Resolved to approve the application to reduce the size of the shed and in the location in accordance with application submitted at 22 Willoughby Drive and in accordance with the Real Property Report dated May 7, 2025 conditional upon the property owner being responsible to have the shed removed upon Council's request as it is located over the ditch easement on the property; and

Further conditional upon the property owner being responsible for any damages or liabilities that may arise from delays to service or repairs as a result of the shed being located in the easement area; and

Further conditional upon the property owner acknowledging acceptance of these conditions in writing by signing or providing documentation required by the Town of Carbonear and other documentation as may be recommended by the Town's lawyer.

Favour 7; Opposed 0; **Carried**

- An application was received to store equipment at 11 Industrial Crescent but storage of equipment in a commercial general zone is a discretionary use requiring public notification prior to issuing the permit.

Motion 25-258

C. O'Grady / P. Snow

Resolved to approve the application for the storage of equipment at 11 Industrial Crescent in accordance with application submitted, the Town of Carbonear Municipal Plan and Development Regulations; and

Further 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.

12. **Adjournment**

Motion 25-259

S. Slade / R. Noel

Resolved that the meeting adjourn at 6:35 pm and that Council meet again for a Regular Council Meeting on Tuesday, September 9th, 2025 at 5:30pm.

Favour 7; Opposed 0; **Carried**


Mayor Frank Butt


Cynthia Davis, CAO