

Town of Carbonear
Regular Council Meeting September 23rd, 2025
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, September 23rd, 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
Director of Recreation EDTO Kerri Abbott

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 5:38 pm. The meeting is being recorded and will be available on YouTube.
Mayor Butt read a statement.
2. Approval of the Agenda for September 23rd, 2025 Regular Council Meeting
Motion 25-278 C. O'Grady / M. Seymour
Resolved to adopt the agenda for the September 23rd, 2025 Regular Council meeting as distributed to Council.
Favour 7; Opposed 0; **Carried**
3. Adoption of the minutes
a) Regular Meeting – September 9th, 2025
Motion 25-279 S. Slade / P. Snow
Resolved to adopt the minutes of the September 9th, 2025 Regular Meeting of Council as presented.
Favour 7; Opposed 0; **Carried**
4. Business Arising from Minutes
Water Street Phase 3 - The CAO advised that at the last meeting she was asked if ACOA was waiting on anything else from the Town. At the time, she didn't recall anything, however later she recalled that ACOA had requested a new estimate
The prime consultant was preparing the estimate and a draft estimate was received late this afternoon. This will be reviewed and sent to ACOA.
5. Proclamations / Presentations / Delegations
None listed.

6. Permits and Correspondence

6.1 Permit listing # 10986 - 10996

Motion 25-280

D. Doyle / P. Snow

Resolved to approve permits # 10986 - 10996 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 Government Modernization and Service Delivery, Government Service Centre regarding -NL Public Health Laboratory, Test results of water samples collected on September 16 at North Atlantic, Garland's Meat Shop, 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 regarding Amendment Municipal Conduct Regulations under the Municipal Conduct Act. Copied to Council and Administration
- Department of Municipal Affairs and Community Engagement and Community Engagement regarding Eligibility of Mental Health and Wellness Training under the Municipal Training Fund. Forwarded to Council and Administration
- Department of Municipal Affairs and Community Engagement regarding Updated application and guidelines for the Canada Community Building Fund. Copied to Administration

b) NL Housing & Homeless Network Conference invitation. Copied to Council and Administration

c) Property owner, RE: condition of Water Street

Forwarded to Public Works, Waste Management and Community Services committee

d) Property owner, Burgess Place, RE: driveway concern

Forwarded to Public Works, Waste Management & Community Services committee

e) Correspondence regarding vehicle damage. Forwarded to Public Works, Waste Management & Community Services committee

f) Newfound Riders regarding Sam Jeffers Memorial Ride, taking place Saturday September 20. Copied to Council.

g) Request for Children at Play signage. Forwarded to Public Works, Waste Management & Community Services committee

h) Submissions for consideration regarding the Municipal Plan and Development Regulations. Forwarded to commissioner

i) Municipal Assessment Agency regarding MAA Board of Directors as of September 18, 2025 and summary of key issues discussed at most recent meeting
Copied to Council

7. Committee Reports

- a) Public Works, Waste Management & Community Services
Deputy Mayor Slade advised the committee met on September 16th.
Deputy Mayor Slade presented the following motions:

Motion 25-281 S. Slade / R. Noel

Resolved to purchase an underwater drone from Drone Labs at a cost of \$2,495 plus freight and shipping.

Favour 7; Opposed 0; **Carried**

Councillor Noel declared conflict on the Valley Road Phase 2 as his brother and sister owns property in the area. Councillor Noel moved the public gallery.

Motion 25-282 S. Slade / M. Seymour

Resolved to approve the following claims/invoices from Kelco Construction for Valley Road Phase III conditional upon the agreement signed between the Town of Carbonear, Harris & Associates and Kelco Construction and further conditional upon the Town's lawyer confirming that there has been no mechanics lien claim placed against the project:

- *Claim 6 in the amount of 49,465.75*
- *Release of Holdback in the amount of \$79,636.40*
- *1/3 of the cost of work done in the amount of \$43,374.82*

Favour 6; Opposed 0; **Carried**

Councillor Noel returned to his seat at the Council table.

Councillor Doyle inquired about the Special Assistance Grant

The town can apply for SAG funding for emergency costs incurred to ensure water levels were maintained at the town's water supply.

- b) Recreation, Special Events, Culture and Tourism
Councillor Seymour advised the Committee met on September 16th.
Councillor Seymour noted the following:

- Property awards were selected for the Community Gardens contest organized by the Special Events Committee.
- Community Bonfire is scheduled for November 5th.
- Annual Tree Lighting is scheduled for December 8th.

Councillor Seymour thanked all volunteers, Fire Department and staff for their service.

- c) Economic Development, Planning and Land Use Development
Councillor Doyle advised the Committee met on September 18th and presented the following motions:

Motion 25-283 D. Doyle / C. O'Grady

Resolved to adopt the Occupancy Permits Policy as reviewed and recommended by the Economic Development, Planning and Land Use Development Committee.

Favour 7; Opposed 0; **Carried**

Motion 25-284**D. Doyle / P. Snow**

Resolved to provide confirmation that the present driveway access can continue to exist from Powell Drive to civic address 15 Powell Drive.

Favour 7; Opposed 0; **Carried**

Motion 25-285**D. Doyle / M. Seymour**

Resolved to approve construction of an accessory building at 37 Gladstone Road with a floor area of 111.55 m² in accordance with application submitted and the Town of Carbonear Municipal Plan and Development Regulations conditional upon no objections to the discretionary notice; and Further conditional upon the application being referred back to committee and council for further review if objections are received.

Favour 7; Opposed 0; **Carried**

d) Administration and Finance

Councillor O'Grady advised the committee met on September 11th and noted the following:

- 2024 Audit – draft statements received.
- Accounts Receivable Update on 2025 Tax collection was provided. Current year collections are as follows: Property tax – 89.14% collected, Water/Sewer tax – 83.97% collected and Business tax – 90.69% collected. This is on par with previous years.
- Trinity Conception Placentia Health Foundation, 36th annual telethon is scheduled for October 5, 2025.
Mayor Butt will present the telethon cheque.
- Discussed donation to the North Shore Recovery Fund.

Councillor O'Grady presented the following motions:

Motion 25-286**C. O'Grady / S. Slade**

Resolved to approve a donation in the amount of \$2,500 to the North Shore Recovery Fund.

Favour 7; 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

Fall Maintenance and seasonal shut down procedures are beginning.

Maintaining of sports fields for school sports programming.

Financial & Program Analysis

	<u>2025</u>	<u>2024</u>
1.) Pool Revenue (less HST)	\$196,543.62	\$176,419.08
2.) Lesson Registration	1,544	1,480
3.) Pool Visitation	20,495	16,600

Programs & Grants

Breakdown of Recreational Programming YTD

Swimming Lessons

- a. Adult Lessons 60 Participants (4 sessions)
- b. Parent & Tot 88 Participants (5 sessions)

c. Pre-School	499 Participants (5 sessions)
d. Swimmer	891 Participants (5 sessions)
e. NLS Re-cert	4 Participants (1 Class)
f. Bronze Medallion	8 Participants (1 Class)
g. Bronze Cross	(coming this fall)
h. Instructors	(coming this fall)

Open Gym	490 Participants (17 sessions)
One Step Forward	33 Participants (2 sessions)
Family Easter Egg Hunt	100 Participants
Paint Night	8 Participants (1 session)

Summer Camp	114 Participants
a. Get Air	42 Participants
b. Earle's Riding Horses	74 Participants
c. Lester's Farm	42 Participants

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$39,155.28

Motion 25-287

C. O'Grady / P. Snow

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$39,155.28 as submitted to Council.

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Powell Drive Street and Storm Upgrades – Phase III

Concord Paving Ltd, Claim # 2..... \$98,976.69

Grassey Lane Water Sewer Storm Upgrades

Concord Paving, Claim # 4..... \$89,463.26

Lemarchant Street Extension

WSP E & I Canada Ltd, Engineering Invoice # 20294168..... \$24,251.20
\$212,691.15

Valley Road, Phase III

KelCo Construction - 1/3 of the total cost of the repairs... \$43,374.82

KelCo Construction – Payment Claim # 6.....\$49,465.75

KelCo Construction – Payment Claim # 5, Release of Holdback. ...\$79,636.40
\$172,476.97

Councillor Noel declared a conflict of interest on the Valley Road, Phase III project as he has a brother and sister who owns property in the area.

Motion 25-288

C. O'Grady / R. Noel

Resolved that the Town of Carbonear approve for payment the following Capital Invoices:

Powell Drive Street and Storm Upgrades – Phase III

Concord Paving Ltd, Claim # 2..... \$98,976.69

Grassey Lane Water Sewer Storm Upgrades

Concord Paving, Claim # 4..... \$89,463.26

Lemarchant Street Extension

WSP E & I Canada Ltd, Engineering Invoice # 20294168..... \$24,251.20

Favour 7; Opposed 0; **Carried**

Councillor Noel moved to the public gallery.

Motion 25-289

C. O'Grady / D. Doyle

Resolved that the Town of Carbonear approve for payment the following Capital Invoices:

Valley Road, Phase III

KelCo Construction - 1/3 of the total cost of the repairs...	\$43,374.82
KelCo Construction – Payment Claim # 6.....	\$49,465.75
KelCo Construction – Payment Claim # 5, Release of Holdback. ...	<u>\$79,636.40</u>
	\$172,476.97

Favour 6; Opposed 0; **Carried**

Councillor Noel returned to his seat at the Council table.

11. Notices of Motion

No notices of motions were filed

12. New Business

a) Announcements

Mayor Butt noted the following:

- Attended the Pipers opening.
- Presented two 80th birthday certificates
- Attended Car Show
- Attended Dairy Queen Miracle Day
- September 30th – National Day for Truth and Reconciliation.

13. Adjournment

Motion 25-290

S. Slade / M. Seymour

Resolved that the meeting adjourn at 6:11pm and that Council meet again for a Regular Council Meeting on Tuesday, October 15th, 2025 at 5:30pm.

Favour 7; Opposed 0; **Carried**


Mayor Frank Butt


Cathy Somers, Town Clerk