

**ECONOMIC DEVELOPMENT, PLANNING AND LAND USE
DEVELOPMENT COMMITTEE MINUTES**

Town of Carbonear

Council Chambers, March 19, 2026 @ 4 p.m.

Present:	Chair – Deputy Mayor	Fred Earle
	Councillor	Amanda Dowden
	Councillor	Peter Snow
	Mayor	Sam Slade
	CAO	Cathy Somers
	EDTO	Kerri Abbott
	EA	Janice Green
Also Present:	Fire Chief	Trevor Crawford
Absent:	MEO	Matt Burke

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1. MEO Report
No Report
 2. Permit Inspection Process
The Fire Chief was invited to attend the meeting to discuss the permit inspection process. A detailed discussion took place regarding current procedures following receipt of a business development application and the role of the Fire Department in completing inspection forms prior to a business opening. Staff assists the applicant in obtaining government approvals and acts as liaison between the business owner and governmental department, which has improved the overall process. The Fire Chief reviewed the provincial inspection form and advised the town will receive a copy upon final inspection. Businesses will be advised to contact the Fire Department once their space is ready for inspection. It was agreed that inspections should occur as the final step in the process, once the business to open. Upon receive of the final inspection, the town will proceed with issuing the permit to operate.
The Fire Chief then left the meeting
 3. Business arising from previous minutes
 - 142-148 Highroad South Development – Awaiting information to finalize developmentA reminder has been sent to the developer advising that additional information is required to finalize the development. The Director reviewed the outstanding items with committee.
 4. EDTO Report
The EDTO continues to work with local businesses. The next business development session is scheduled for April 22 and will focus on government funding programs.

5. Development Applications
 - a) 7 Cole's Lane, ditch on property
The applicant is proposing to install a ditch on the property. Further review is required on the application. Deferred.

6. Correspondence
 - a) 210 Water Street, request for third party usage of Town brand signature
The Town received a logo licensing application to sell products using the town logo. Samples of post cards and puzzles were reviewed. The committee had no issue recommending approval; however, additional products are being proposed. Staff will review all sample products prior to granting final approval.
 - b) 100A Valley Road, extension to building, possible rezoning
A property owner has requested rezoning from Rural to Residential Rural to allow for property expansion. A \$3000 fee is required to initiate the rezoning process. This has already been relayed to the applicant. The committee had no concerns with this request.

It was further noted that a property owner at White Carriage Lane, adjacent to 100A Valley Road is considering subdividing the property into five lots. A portion of this land is currently outside the Residential Rural zone. This may present an opportunity for both property owners to share rezoning costs to rezone the entire area. Staff will discuss with both parties before contacting the planner.

7. New Business
 - a) Permit inspection process
Discussed earlier
 - b) Inquiry on rezoning White Carriage Lane
Deferred pending receipt of subdivision application.
 - c) The Committee inquired whether all Town volunteers and employees are required to obtain vulnerable sector and criminal record checks. It was reported that these are mandatory for staff and for certain volunteer groups, such as the Special Events Committee; however, it was unclear whether this requirement currently applies to members of the Fire Department. It was noted that, with the new Towns Act all polices will be reviewed. This matter will be considered as part of that process.

8. Action Items
 - a) Updated permit received listing
Placed in dropbox for committee review.
 - b) Resident information session
The EDTO will moderate the session.

9. Ongoing Items

These are items that may not require discussion every meeting but are to be kept on the agenda so they are not overlooked.

Applications still pending

- 22 Willoughby Drive, staff to check with lawyer on agreement
- Request to purchase land on Irishtown Road. To be included with other vacate land property for possible sale.
- Crowdy Street / Bunker Hill Home Based Business no permit
- 120 Columbus Drive, Liquidation Retail – Fee paid
- Merchant Drive subdivision, approval in principle provided. Meeting with the engineering design firm is tomorrow.
- Line Road, request for electrical service, application to dig septic test holes, deferred for further investigation
- Home Décor, TC Square Mall, Referrals sent, pending government approvals
- 56-58 Lemarchant Street, renovations to business, approval in principle provided. Deferred.
- Fox Farm Road, hay farm, Crown Land approval received. Proceed to issue permit.
- 198 Water Street , fence and gate, Heritage Area, Director to follow up with applicant.
- 167 Forest Road, Home Based Business application, AI Automation Agency, pending new plan. Staff reached out no response.
- 3 Mutreyville Street, shed. Placed on file until new plan
- 141 Water Street, new business, contracting warehouse. On file pending new plan
- 203-211 Water Street – Floating dock, wharf - Waiting on plan review and Government approval
- 203-211 Water Street, business operations ongoing, being forwarded to lawyer
- 183 Water Street – Oceanside deck. Provincial approval received. Waiting on federal approval

Other Ongoing items

- Storyboard installation, to be installed in the spring
- Strategic Plan action items
Committee encouraged to review regional initiatives for further discussion.
- Permit processing fee subdivisions

10. Adjournment 6 pm