

**ECONOMIC DEVELOPMENT, PLANNING AND LAND USE
DEVELOPMENT COMMITTEE MINUTES
Town of Carbonear**

Council Chambers, June 18, 2026 @ 4 p.m.

Present:	Chair – Deputy Mayor	Fred Earle
	Councillor	Amanda Dowden
	Councillor	Peter Snow
	Mayor	Sam Slade
	CAO	Cathy Somers
	Town Clerk	Christa-Lee Earle-Baker
	EDTO	Kerri Abbott
	MEO	Matt Burke
Absent	EA	Janice Green

Deputy Mayor Earle thanked everyone for attending the Business Breakfast held on June 15. He also advised that the Business Clean Up that took place around the Town went well. He also noted that the Grand Opening of Sleep Culture at 210 Water Street took place on the weekend.

Review previous minutes and accept agenda.

- a. Councillor Dowden requested to add 6c) Theatre Board and 6d) Trailway and EDTO requested to add 3b) Advertising – Canada Travel

1. Business arising from previous minutes

- 100A Valley Road
Quotes have been received and the information has been sent to the planner.
- 141 Water Street
No further information received from applicant.
- Quarry Permit
CAO to reach out to Department of Industry, Energy and Technology, Mineral Lands Division to notify the department the portion of the land within the town boundary is not zoned mineral findings. The application cannot be approved as submitted. The committee recommends to refuse the application and issue the refund less the \$15 permit processing fee. A draft motion will be completed.
- White Carriage Lane, subdivide
CAO received response from the Town's planner and he advised that the location of the applicant's development on the lot is outside the Town's boundary so committee does not recommend the development. The committee recommends to refuse the

application as submitted. Correspondence to be sent to applicant.
A draft motion to be completed.

- Land on Clarke's Road
CAO reached out to the Town's planner to determine if there was an error on the plan zone map of Residential High Density for this section of Clarke's Road. The response received from the planner noted that the zoning was correct. Committee recommends to review this further in the future should other areas require rezoning.
- Canada Post, update on placement of mailboxes
Waiting on Canada Post to supply a map/diagram on exact placement of mailboxes.
- Inventory of vacant land and buildings
Municipal Enforcement Officer has begun the process of creating an inventory of vacant land and buildings with the Town.

2. MEO Report

The MEO report was presented for committee review.

Several properties have been identified as requiring new correspondence sent as time has lapsed for appropriate deadlines. Committee recommends staff review last correspondence sent to property owners and draft updated correspondence as appropriate.

Committee discussed the importance of timelines and that a detailed MEO report with deadlines and action dates be provided so Committee can follow the process and deadlines are not missed. Committee discussed ways to keep on top of timelines.

The Committee also advised MEO to inventory car wrecks around Town while creating his inventory of vacant land and buildings.

3. EDTO Report

a) Chamber of Commerce Membership

EDTO reviewed with Committee the invoice that the Town received for the membership fees for the Cape Alliance Chamber of Commerce.

Committee recommends the payment of the Municipality Membership Fees.

b) Advertising – Canada Travel

EDTO discussed advertising with Canada Travel. The Town has participated in this advertising for the last two years which includes a full page ad in the magazine, editorial content, 10 second ads on two different screens on the Gardiner Expressway in Toronto, as well as a digital copy of the advertisement. The ads will run from July 27 to September 6. The magazine can be found on airplanes and the EDTO advised Committee that having the Town be visible is very important. The cost to advertise is \$4500 plus HST. The committee recommends proceeding with the advertisement. A draft motion will be completed.

EDTO discussed ways to get businesses more involved and there are several business sessions being planned. Partnering for some business sessions will also take place with other groups.

A Permit Open House is scheduled for June 24th at 6:30pm in the main lobby of the Conception Bay Regional Community Centre to help facilitate public awareness of the development process. Graphics and checklists will be provided to residents to help simplify the permitting process.

June 22 at 4:30pm the Town will be celebrating Pride Month with a flag raising at the Pergola and BBQ at the Conception Bay Regional Community Centre.

Canadian Blood Services will be holding a blood donor clinic on June 23 at the Conception Bay Regional Community Centre.

4. Development Applications

a) 84 London Road – wheelchair ramp

The application to construct the wheelchair is not in compliance with the minimum sideyard requirement but is required by the property owner to gain access to the dwelling. The committee recommends to approve. A draft motion will be prepared.

b) 4 Pondsides Hill – new home

The application to construct a new home required further investigation to determine the availability of water and sewer to the property. Deferred for further investigation.

c) 3 Pike's Lane – 2 residential houses

It was understood this permit has been issued. To be reviewed.

5. Correspondence

a) Resident concern - Sidewalk

Correspondence was reviewed from a resident concerning the need for sidewalks in several residential areas of Town. CAO spoke on the matter. While there are no plans for sidewalks in the area at this time, Council may decide in the future to install sidewalks in the area and could charge a Local Improvement Fee to property owners for the installation of sidewalks. Committee recommends this item be moved to the Public Works, Waste Management and Community Services agenda

b) Department of Municipal and Community Affairs – Appeal received, property owner O'Driscoll's Lane

An appeal has been received regarding the refusal of a permit at 33B O'Driscoll's Lane. The information requested has been gathered by staff and will be sent to the province. No date has been set for the Appeal.

c) Municipal Assessment Agency – Collaborative Initiative Fund.

Correspondence was reviewed from the Municipal Assessment Agency. Municipalities can apply for funding to complete aerial mapping.

- Committee recommends investigating cost, however, does not recommend moving forward with an application for funding at this time.
- d) CLIM Atlantic – regarding online session for Wildfire Risk and Resilience. Correspondence reviewed with Committee. The EDTO has already registered for this session.
 - e) Spaces Shared – regarding innovative home sharing platform. Correspondence was reviewed with Committee. Spaces Shared would like to make a presentation to Council regarding their innovative homesharing platform that connects older adults who have a spare bedroom with post-secondary students. Staff will reach out for more information.
 - f) U-Turn Recovery Living Project – Update
Committee reviewed correspondence with an update for the U-Turn Recovery Living Project at 19 Industrial Crescent. U-Turn has secured funding to take ownership of the building and plans for renovations to allow eight sober living units have begun.
U-Turn will be forwarding an invitation to Council to attend their 15th Anniversary Celebrations on Saturday, July 18th.

6. New Business

- a) Update Permits received to date
The updated list was placed in Dropbox for committee review. Staff are working through the permit applications. Some discussion was had about how the permitting process is handled by staff. Committee recommends residents submit permit applications well in advance to allow staff sufficient time to complete the review process.
- b) Issuance of Tolerance Letter
The CAO has been in contact with the Town's lawyer regarding the issuance of Tolerance Letters to property owners whose properties are in non-compliance with the Town's Development Regulations. The Town's lawyer responded with an alternate letter that the Town can send to property owners. CAO is waiting on a response from the Town's lawyer regarding possible changes to this letter and if deemed necessary, it will be brought before Council for review.
- c) Theatre Board Meeting
Councillor Dowden reported she attended the Princess Sheila NaGeira Theatre Board Meeting and she brought forward some items from that meeting and reviewed them with Committee. Committee recommends that the agreement between the Town and the Theatre Board be reviewed to clarify some items. CAO will review the agreement.
- d) Trailway – Councillor Dowden discussed with Committee that she was speaking with a member for the CBN T'Railway who is requesting to have some discussion with Committee on ways the group can enhance town tourism . Deferred pending correspondence from the individual.

7. Action Items

- CAO to respond to the province regarding quarry permit.
- CAO to send correspondence to property owner regarding subdivision of property on White Carriage Lane.

8. 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

- 120 Columbus Drive, Liquidation Retail/ Music Studio. Service NL approval received .Fire inspection did a second visit, still not compliant. Town has drafted second letter to be delivered today identifying the deficiencies. Correspondence to be sent to Mall Management. Deadline of June 25. Next step will be cease business. Committee recommends staff reach out to Fire Commissioners Office for more information.
- Crowdy Street / Bunker Hill Home Based Business no permit
- Merchant Drive subdivision, approval in principle provided, permit expected soon
- 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 pending government approvals
- 198 Water Street, fence and gate, Heritage Area, Director to follow up with applicant.
- 3 Mutreyville Street, shed. Review now under the rules of the new plan.
- •203-211 Water Street – Floating dock, wharf - Waiting on plan review and Government approval -Add to MEO's report
- 203-211 Water Street, business operations ongoing, being forwarded to lawyer – Add to MEO's report
- 183 Water Street – Oceanside deck. Provincial approval received. Waiting on federal approval

Other Ongoing items

- Storyboard installation, Completed, can be removed from agenda
- Strategic Plan action items. Committee recommended to review the strategic plan.
- Permit processing fee subdivisions, discussion in the new year.

9. Adjournment 6:30 pm