



Town of Paradise
Public Committee of the Whole Meeting Minutes

April 8, 2025, 6:00 p.m.
Virtual Meeting

Council Present: Dan Bobbett, Mayor, Chairperson
 Kimberley Street, Deputy Mayor
 Glen Carew, Councillor
 Tommy Maher, Councillor
 Patrick Martin, Councillor
 Deborah Quilty, Councillor
 Larry Vaters, Councillor

Staff Present: Lisa Niblock, CAO
 Tina Auchinleck Ryan, Director of Recreation and Community Services
 Kim Blanchard, Director of Planning and Protective Services
 Terrilynn Smith, Director, Corporate Services
 Nelson Whalen, Director of Public Works
 Chris Connolly, Manager, Engineering
 Diane Keough, Manager, Communications
 Lana Roberts, Administrative Assistant

Staff Absent: Angelina Richards, Executive Assistant
 Chris Milley, Director, Infrastructure & Engineering

1. Calling of Meeting to Order

The meeting was called to order by Mayor Bobbett at 6:00 pm.

2. Safety Moment

Mayor Bobbett brought forward a safety moment for Council and residents.

3. Adoption of Agenda

a. Adoption of Agenda

To adopt the Agenda for the April 8, 2025 Public Meeting.

4. Conflict of Interest

Deputy Mayor declared a potential conflict of interest for the Snow Clearing - Town Fire Hydrants and Metrobus Stops discussion as her uncle works at one of the local area companies that submitted a qualifying bid. Mayor Bobbett asked Council if Deputy Mayor Street was in a potential conflict of interest.

For: Mayor Bobbett, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

Councillor Carew declared a potential conflict of interest for the Approval in Principle applications for 115-119 Round Pond Road and 121-127 Round Pond Road as his employer owns land on that road. Mayor Bobbett asked Council if Councillor Carew was in a potential conflict of interest.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

Deputy Mayor Street declared a potential conflict of interest for the Approval in Principle applications for 115-119 Round Pond Road and 121-127 Round Pond Road as her cousin used to be married to the applicant but there is no relation. Mayor Bobbett asked Council if Deputy Mayor Street was in a potential conflict of interest.

Against: Mayor Bobbett, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

5. Infrastructure and Engineering

Council Lead - Deputy Mayor Street

a. Decision Notes

1. Neary Road Water and Sewer Project (17-MYCW-22-00058) – ECO 01

Englobe Corporation's Prime Consultant agreement for the Neary Road Water and Sewer Project includes \$7,500 plus HST to complete site investigations as part of the design phase services. Englobe has built in its Level of Effort for costs associated with completing all field investigations and has requested an increase in the cash allowance budget.

The additions requested include:

- \$2500.00 plus HST to collect additional geotechnical investigation to supplement the information collected by the previous consultant

- \$1,020.00 plus HST to the survey cash allowance

This project is funded under the Multi-Year Capital Works program. The Town secured \$2,491,304.35 plus HST in funding which includes the Stephens Road Water and Sewer project that was completed in 2024. There is \$1,766,464.15 plus HST remaining in funding.

Recommendation:

The recommendation from staff is to accept Engineering Change Order 01 and issue a change order to Englobe Corporation.

Council were in agreement to move this forward to the Public Council Meeting for decision.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

2. STL Pump Station Contemplated Change Notice 049

The STL Pump Station Project calls for an electric-powered hand dryer and paper towel dispenser. Contemplated Change Notice 049 has been issued for the quoted price of \$1,005.90 plus HST to provide power to the hand dryer and paper towel dispenser as the contract documents did not provide electrical details.

Recommendation:

The recommendation from staff is to accept CCN049 and issue a Change Order to Olympic Construction Limited.

Council asked for this item to be deferred so that staff can have additional time to review.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

b. Department Report

The report from the Infrastructure and Engineering Department was brought forward to Council for information and discussion. The report included information on recruitment, the Wastewater Treatment Plant project, Regional Water Improvements project, the tender for Windmill Road Water and Sewer project, the construction contracts for Drovers Road Water and Sewer project, Bayview Heights Water and Sewer project and Kenmount Road Upgrades Phase 1, the Transient Analysis of the

Woodstock Station Forcemain, the Big Picture for Quarter 1 and the Project Status Report.

6. Administration and Corporate Services

Council Lead - Councillor Vaters

a. Decision Notes

1. Vote By Mail

The Town authorized voters to vote by mail in the 2021 General Municipal Election. This proved to be a secure, efficient and inclusive way to ensure eligible voters get the opportunity to cast their ballot. The Town must have a motion of Council and approval from the Minister to avail of this option as per the Municipal Election Act.

Once approval is received from the Minister, the Vote by Mail By-Law will be updated and brought forward to Council for approval.

While staff are recommending the use of vote by mail, there will also be options to vote in person, however the number of polling booths will be reduced.

Recommendation:

Staff recommends that the Town move forward with vote by mail, requiring approval from the Minister in addition to offering in person voting.

Council were in agreement to move this forward to the Public Council Meeting for decision.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

b. Department Report

The report from the Administration and Corporate Services Department was brought forward to Council for information and discussion. The report included information on the first quarter big picture, preparation for the 2025 General Election, the Business Directory, a presentation at the upcoming PMA Conference, the implementation of Service Requests through Muni, work on mandatory By-Laws, the final CCBF Audit Report, the quarterly report from Pollett Strategy and the minutes from the Northeast Avalon Joint Council Meeting.

7. Recreation and Community Services

Council Lead - Councillor Martin

a. Decision Notes

1. Facility Rental Rate Approval for Indoor Turf Flooring

In May 2025, Lacrosse NL is hosting a test event in Rink B prior to the Canada Summer Games. The turf flooring will be installed in Rink B for the test event but will then be removed to accommodate other upcoming rentals.

After the test event and before the Canada Summer Games, Lacrosse NL is looking to rent the turf floor for practices when possible. As the turf is the property of the Canada Summer Games, staff did seek approval and were advised that Canada Games had no issues with Lacrosse NL using the turf for Pre-Games.

The Town has no existing turf rental rate and is looking to implement a rate of \$150.00 per hour.

Recommendation:

The recommendation from staff is to implement a rental rate of \$150.00 per hour HST included for hourly turf floor rentals.

Council were in agreement to move this forward to the Public Council Meeting for decision.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

b. Department Report

The report from the Recreation and Community Services Department was brought forward to Council for information and discussion. The report included information on swimming lessons, the upcoming Municipal Awards, pin design for the Canada Summer Games, a pool feasibility study, upcoming programs for Spring and summer and the quarterly big picture.

8. Planning and Protective Services

Council Lead - Councillor Quilty

a. Decision Notes

1. Development Regulations Amendment No. 28, 2025 – Public Consultation Summary

Paradise Development Regulations Amendment No. 28, 2025 was prepared by staff as a housekeeping text amendment to address identified aspects of the regulations that would benefit from improved clarity and efficacy. As per Council's direction, the proposed Amendment was advertised for public consultation. No public feedback was received during the advertisement period.

The proposed Amendment would make changes to 12 key sections.

Recommendation:

The recommendation from staff is for Council to adopt Development Regulations Amendment No. 28, 2025, submit the amendment to Municipal and Provincial Affairs for registration and once registered, to arrange publication of the notice of registration.

Council were in agreement to move this forward to the Public Council Meeting for decision.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

2. 3 Hollyberry Drive

A compliance request was received for the sale of 3 Hollyberry Drive. A file review and RPR indicated that a fence had been constructed without a building permit and was located less than 3.0 meters from the flanking side boundary as required under the Town of Paradise Fence and Retaining Wall Regulations, 2013. The law firm was given notice that the fence would need to be moved to bring the property into compliance with Development Regulations. A request was submitted to the Town to allow the existing fence to remain as is. As per their request, a compliance letter was issued providing a deadline of June 15, 2025 to bring the property into compliance.

A site visit was completed by staff and it was identified that the fence does not create a visible obstruction due to sloping at the intersection of Hollyberry Drive and Hudsonberry Drive.

Recommendation:

The recommendation from staff is to approve the request for the existing fence to remain as is, and direct planning staff to issue a permit with a standard liability condition for structures located closer to the road than the recommended setback. It is further recommended that the property owner be notified that all other items noted in the compliance letter are to be rectified on or before June 15, 2025.

Council were in agreement to move this forward to the Public Council Meeting for decision.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

b. Permits

1. 27 Quilty's Road – Home Based Business

An application for a home-based dog daycare business at 27 Quilty's Road was discussed.

Recommendation:

Staff recommends approval subject to no objections in response to the Notice of Discretionary Use and twelve (12) conditions.

Council were in agreement to move this forward to the Public Council Meeting for decision.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

2. 714 St. Thomas Line – Development Approval

An application for the construction of an accessory building at 714 St. Thomas Line was discussed.

Recommendation:

Staff recommends approval of the application subject to no objections being received in response to the Public Notice and thirteen (13) conditions.

Council were in agreement to move this forward to the Public Council Meeting for decision.

*For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher,
Councillor Martin, Councillor Quilty and Councillor Vaters*

3. 115-119 Round Pond Road - Approval in Principle

Note: Councillor Carew left the meeting for this discussion.

An application for Approval in Principle for adjacent residential building lots at 115-119 Round Pond Road was discussed.

Recommendation:

Staff recommends approval of the application subject to fifteen (15) conditions.

Council were in agreement to move this forward to the Public Council Meeting for decision.

*For: Mayor Bobbett, Deputy Mayor Street, Councillor Maher, Councillor Martin,
Councillor Quilty and Councillor Vaters*

4. 121-127 Round Pond Road - Approval in Principle

Note: Councillor Carew left the meeting for this discussion.

An application for Approval in Principle for adjacent residential building lots at 121-127 Round Pond Road was discussed.

Recommendation:

Staff recommend approval of the application subject to fifteen (15) conditions.

Council were in agreement to move this forward to the Public Council Meeting for decision.

*For: Mayor Bobbett, Deputy Mayor Street, Councillor Maher, Councillor Martin,
Councillor Quilty and Councillor Vaters*

c. Department Report

The report from the Planning and Protective Services Department was brought forward to Council for information and discussion. The report included information on applications and permits, new residential building permits, the Municipal Enforcement Division, outstanding enforcement orders, and the quarterly big picture.

9. **Public Works**

Council Lead - Councillor Carew

a. Decision Notes

1. Athletic Field Closure Policy 2025

Town Policies are subject to regular review to ensure alignment with the Council's strategic goals.

The Public Works Department is seeking Council approval for the adoption of a revised Athletic Field Closure Policy (PW-016). This policy aims to streamline and standardize the process for assessing the suitability of athletic fields for play, particularly when impacted by weather conditions.

Some key changes in the new proposed policy include athletic field inspection and decision, communication and penalties.

Recommendation:

The recommendation from staff is for Council to approve the new Athletic Field Closure Policy (PW-016) to enhance efficiency, reduce waste and improve accountability in resource management.

Council were in agreement to move this forward to the Public Council Meeting for decision with the change to the wording in section 3 to add up to and including a suspension.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

2. Repairs to Unit 132 – Trackless MT7 Sidewalk Plow

On Sunday, February 9, 2025 during the fire at the Town of Paradise depot, Unit 132, a 2022 Trackless Municipal Sidewalk Plow, was parked inside and sustained smoke and heat damages.

AVIVA Canada Inc., the insurance provider, has completed a thorough assessment of the equipment and based on the evaluation, they've recommended a series of repairs to get the unit back in service. The quote provided by Saunders Equipment Ltd. totaled \$25,408.33 plus HST.

Recommendation:

The recommendation from staff is to proceed with the recommended repairs to this unit as provided by AVIVA Canada Inc. as this unit is fairly new and is an essential part of our heavy equipment fleet.

Council were in agreement to move this forward to the Public Council Meeting for decision.

For: Mayor Bobbett, Deputy Mayor Street, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

3. Snow Clearing – Town Fire Hydrants and Metrobus Stop

Deputy Mayor Street left the meeting for this discussion.

In May 2023, the Town invited tenders for Snow Clearing Services - Town Fire Hydrants and Metrobus Stops from May 2023-April 2025 with the option to extend for one additional year.

Five (5) local area companies expressed interest in the tender with the lowest bid from Murphy Services Inc. in the amount of \$25,000 plus HST.

Recommendation:

The recommendation from staff is to proceed with the 1-year extension and award to the lowest qualified bidder as per the tender amount provided.

Council were in agreement to move this forward to the Public Council Meeting for decision.

For: Mayor Bobbett, Councillor Carew, Councillor Maher, Councillor Martin, Councillor Quilty and Councillor Vaters

b. Department Report

The report from the Public Works Department was brought forward to Council for information and discussion. The report included information on the parking lot at the rear of 1270 Kenmount Road, refuse collection, water and sewer issues in the Town, street repairs, community clean up, park and field assessments, recruitment and staffing, the bi-weekly equipment operations report, information on special assistance grant approvals from the recent state of emergency and the quarterly big picture.

10. Adjournment

The meeting adjourned at 7:35 pm.