



Town of Paradise
Public Committee of the Whole Meeting Minutes

June 3, 2025, 6:00 p.m.
RPYCC Boardroom

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

Council Absent: Dan Bobbett, Mayor

Staff Present: Lisa Niblock, CAO
Tina Auchinleck Ryan, Director of Recreation and Community Services
Kim Blanchard, Director, Planning and Protective Services
Chris Milley, Director, Infrastructure & Engineering
Terrilynn Smith, Director, Corporate Services
Nelson Whalen, Director of Public Works
Diane Keough, Manager, Communications
Jerry Young, Manager, Development Services
Angelina Richards, Executive Assistant

Other: Kelsie Montgomery, BDO Canada (For Presentation)
Edele Oakey, BDO Canada (For Presentation)

1. Calling of Meeting to Order

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

2. Safety Moment

Deputy Mayor Street brought forward a safety moment for Council and residents.

3. Adoption of Agenda

a. Adoption of Agenda

The agenda was adopted as presented.

4. Conflict of Interest

Councillor Maher asked if he was in a potential conflict of interest regarding the development of a subsidiary apartment at 109 Sgt. Donald Lucas Drive as the applicant is a customer of his, but he is not working on this project.

Deputy Mayor Street asked Council if they felt that Councillor Maher was in a potential conflict of interest.

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

5. Presentation

a. BDO Canada 2024 Audit Presentation

BDO Canada presented their audit report regarding the financial statements for the year ended December 31, 2024.

6. Infrastructure and Engineering

Council Lead - Deputy Mayor Street

a. Decision Notes

1. Kenmount Road Upgrades Phase 1–CCN 03 Valve Box Upper Cover (17-RNC-24-00006)

The contract for Kenmount Road Upgrades Phase 1 calls for the contractor (Modern Paving) to adjust existing valve boxes/extensions to the correct elevation to match the new, finished grade of the road. It was noted by the contractor that several of the water valve casings are damaged and are required to be removed and replaced.

The total value of CCN 03 is \$9,420.00 plus HST for the replacement of twelve (12) value box uppers and covers.

Recommendation:

The recommendation from staff is to accept CCN 03 and issue a change order.

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

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

2. Kenmount Road Upgrades Phase 1 – Surplus Funding Allocation Options

The contractor (Modern Paving) is currently completing the contracted work of upgrading the water, storm, sewer, road, sidewalks and multi-use trail on Kenmount Road. It has been identified that there is a forecasted funding surplus of approximately \$465,000 plus HST available under the Rural Northern Communities (RNC) Funding that has been approved for this project.

The requirements under RNC funding limit the use of surplus funds to be allocated to the same project. Under the Kenmount Road Upgrades Phase Project, there are opportunities to allocate surplus funding to additional scope. Some of the options would be:

- Option #1: Extend the work limits further East on Kenmount Road, continuing with the same construction scope of the current upgrades.
- Option #2: Re-introduce water and sewer scope on the access road between 1286 and 1296 Kenmount Road into the contract that was previously removed for budgeting purposes.
- Option #3: Re-introduce concrete aprons to business driveways that were previously removed for budgeting purposes.

Recommendation:

The recommendation from staff is to allocate surplus funding to complete Option #2 and a portion of Option #1, within the maximum limit of \$535,145.50 HST included and provide approval to prepare a contemplated change notice for direction. The recommendation to complete Option #2 will remove the need to return to Kenmount Road to disturb a newly paved surface.

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

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

3. STL Pump Station Project – Contemplated Change Notice 54 – Engineering Descope

The St. Thomas Line Pump Station Project had CCN 44 issued to Olympic Construction Limited to supply and install fabricated supports for the surge drain line. The change order included \$5,654.29 plus HST for additional engineering design services. However, the supports are in fabrication and the additional engineering was not required to finalize design of the supports. Change Notice 54 was issued to descope the added engineering effort.

Recommendation:

The recommendation from staff is to accept CCN 54 and issue a change order.

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

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

4. STL Pump Station – Contemplated Change Notice 55 – Pump Interlock

The current available force main configuration at the St. Thomas Line Pump Station only allows the capability to run two Raw Sewage Pumps. Modifications are required to ensure only 2 of the 4 pumps run until the force main is twinned. Olympic Construction Limited has submitted a price of \$9,054.12 plus HST to make the necessary modifications.

Recommendation:

The recommendation from staff is to accept CCN 55 and issue a Change Order.

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

For: 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 staffing, the Windmill Road Water and Sewer Project, the tender for 2025 Street Concrete and Asphalt Maintenance and

Rehab Work, the tender for the Glendarek Drive and Lanark Drive intersection traffic calming, construction of the Canada Games beach volleyball competition courts, the departments project status and activity report, the St. Thomas Line Pump Station change management log, a information report regarding dump truck use on Clearview Heights, an information report regarding timing of utility locates and a line painting progress report.

7. Administration and Corporate Services

Council Lead - Councillor Vaters

a. Decision Notes

1. 2024 Audited Financial Statements

BDO Canada has completed the audit of the 2024 financial statements. Their audit presented a clean audit report meaning that the Town's 2024 Financial Statements present fairly in all material respects, the financial position of the Town of Paradise at December 31, 2024, and the results of its operations, change in net assets and its cash flows for the year then ended in accordance with the Canadian Public Sector Accounting Standards.

Recommendation:

The recommendation from staff is to adopt the 2024 audited financial statements as presented.

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

For: 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 upcoming 2025 General Election and an update on collection efforts and procedures.

8. Recreation and Community Services

Council Lead - Councillor Martin

a. Decision Notes

There were no decision notes for this meeting.

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 a training/test event for Lacrosse, an upcoming gardening basics class, the Recreation Around the World event, the Tely Ten and Canada Day in Paradise.

9. Planning and Protective Services

Council Lead - Councillor Quilty

a. Decision Notes

1. 10 Lakewynds Drive

The property owner at 10 Lakewynds Drive had constructed a gravel seating area, pathway and a fire pit beyond the limits of their property and encroaching on Town Land. A letter was issued to the property owner on October 28, 2024, advising that the structure and material were to be removed by June 30, 2025. The property owner has requested the area remain as is.

Recommendation:

The recommendation from staff is refusal of the request for the gravel seating area, pathway and fire pit to remain and a deadline of July 30, 2025, provided for the removal.

Council were in agreement to proceed with the recommendation from staff with the timeline extended to the end of August 2025.

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

b. Permits

1. 109 Sgt Donald Lucas Drive – Development Approval

Note: Councillor Maher left the meeting for this discussion due to a conflict of interest.

An application for the construction of a subsidiary apartment at 109 Sgt. Donald Lucas Drive was discussed.

Recommendation:

Staff recommends approval of the application subject to five (5) conditions.

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

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

Abstained: Councillor Maher

2. 21 Colorado Street – Development Approval

An application for the construction of a subsidiary apartment at 21 Colorado Street was discussed.

Recommendation:

Staff recommends approval of the application subject to five (5) conditions.

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

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

3. 31 Heightview Drive – Home Based Business

An application for a home-based business at 31 Heightview Drive was discussed.

Recommendation:

Staff recommends approval of the application for a home-based business at 31 Heightview Drive subject to no objections in response to the Notice of Discretionary Use and ten (10) conditions. Should objections be received, the application will be returned to Committee of the Whole for further consideration.

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

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

4. 1655 Topsail Road - Development Approval

An application for the construction of a restaurant with a drive-thru at 1655 Topsail Road was discussed.

Recommendation:

Staff recommends approval subject to twenty-seven (27) conditions.

Council agreed to approve the application and to ratify the decision at the next Public Council Meeting.

For: Deputy Mayor Street, Councillor Carew, 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 development and building applications, new residential builds between May 12-23, 2025, and curbing illegal ORV use in the Town.

10. Public Works

Council Lead - Councillor Carew

a. Decision Notes

There were no decision notes for this meeting.

b. Department Report

The report from the Public Works Department was brought forward to Council for information and discussion. The report included information on clean up throughout the Town, excavation and grading, ice removal and installation of turf flooring at the arena, water and sewer services, traffic calming, street sweeping, parks, trails and fields repairs and upgrades, recruitment, training and staffing in the department, current tenders and RFQ's and the bi-weekly equipment operations report.

11. Adjournment

To adjourn the meeting at 8:33 pm.