



Town of Paradise
Public Committee of the Whole Meeting Minutes

June 17, 2025, 6:00 p.m.
RPYCC Boardroom

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, Planning and Protective Services
 Chris Milley, Director, Infrastructure & Engineering
 Terrilynn Smith, Director, Corporate Services
 Nelson Whalen, Director of Public Works
 Diane Keough, Manager, Communications
 Angelina Richards, Executive Assistant

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

The agenda was adopted as presented.

4. Conflict of Interest

Councillor Carew asked Council if he was in a potential conflict of interest regarding 10-24 Drovers Road as his property borders Drovers Road. Mayor Bobbett asked Council if Councillor Carew is in a potential conflict of interest.

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

5. Infrastructure and Engineering

Council Lead - Deputy Mayor Street

a. Decision Notes

1. Unspent CCBF Funding Reallocation

The Canadian Community Building Fund (CCBF) provides Municipalities with funding for new infrastructure. Once approved projects are complete, council approval is required to reallocate any unspent funds.

A total of \$407,488.28 will be reallocated back to the Town's CCBF funding general coffer for use on future CCBF approved projects.

Recommendation:

The recommendation from staff is to apply to the CCBF Secretariat to revise the approved funding for each project to the actual CCBF funding and reallocate unspent funding from these projects to the Town's CCBF general coffers for future use on CCBF approved projects.

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. LS10 State of Emergency – Bursey Excavating & Development Inc.

Bursey Excavating & Development Inc. was engaged during the 2024 State of Emergency to provide critical services and infrastructure repairs. The total costs to provide these services are \$55,080.16 plus HST. This cost includes credits for Town-supplied equipment and labour to set up the bypass needed to complete a critical piece of infrastructure, just completed for the new lift station. This invoice was held until that work was complete and the value of the credit calculated.

Recommendation:

The recommendation from staff is to issue a purchase order to Bursey's Excavating & Development Inc in the amount of \$64,179.38 HST included.

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. Kenmount Road Upgrades – ECO 02 – Additional Engineering Services

During the June 10, 2025 Council meeting, Council decided to complete water and sewer services to the access road between 1286 and 1296 Kenmount Road and to extend the work limits on the Kenmount Road Upgrades Phase 1 project with the surplus funding remaining on the project.

The Prime Consultant, Irvine Engineering, has submitted Engineering Change Order 02 for additional engineering design work in the amount of \$23,442.50 plus HST.

Recommendation:

The recommendation from staff is to accept ECO 02 and issue a change order in the amount of \$26,958.88 HST included.

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

4. 2025 Quality Assurance and Quality Control - Recommendation for Award

The Town of Paradise released a limited call tender to qualified firms to provide materials testing services for various construction projects within the Town during the 2025 construction season. The limited call tender closed on June 11, 2025 and there were four (4) bids received. All submissions met the tender requirements with GeoMaterials NL Consultants Inc. submitting the lowest tendered price of \$12,870.00 plus HST.

Recommendation:

The recommendation from staff is to award the 2025 Quality Assurance and Quality Control tender to GeoMaterials NL Consultants Inc., pending final review and acceptance of the submissions.

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

5. Glendarek Drive Intersection Upgrades – Recommendation of Award

The Town of Paradise issued a tender to complete upgrades to the Glendarek Drive/Lanark Drive intersection and traffic calming upgrades to Glendarek Drive. The construction tender closed on June 12, 2025, and there were three (3) bids received. All submissions met the tender requirements with Dexter Construction Company Ltd. submitting the lowest tendered price of \$314,882.70 plus HST.

Recommendation:

The recommendation from staff is to award the Glendarek Drive Intersection upgrades construction tender to Dexter Construction Company Ltd., pending final review and acceptance of the submissions.

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

6. Trenton Drive Trail – CCN 01 – Repairs from bike damage

The Town entered into a contract with the Grand Concourse Authority to construct a new trail from Trenton Drive to Octagon Pond Elementary. Most of the work was completed in 2024, with tree planting and the application of hydroseed carried over into 2025.

The trail has sustained considerable dirt bike damage over the spring and summer and repairs to the area are required prior to the planting of trees and application of hydroseed. The Grand Concourse has submitted Contemplated Change Notice 01 in the

amount of \$16,103.50 to supply additional topsoil, 1/4" gravel and the labour and equipment necessary to repair the damage.

Recommendation:

The recommendation from staff is to accept CCN 01 and issue a change order.

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

7. Trenton Drive Trail – Barricade Options

The Trenton Drive Trail between Trenton Drive and Octagon Pond Elementary sustained considerable damage over the Spring and Summer and as noted in the previous decision note, repairs are required. To protect the landscaped area until it takes root, Town staff are recommending that the trail and surrounding landscaped area be closed for the summer and barricades put in place to prevent bikes and other similar vehicles from entering the area.

Recommendation:

The recommendation from staff is to close the trail area for the summer to reduce the risk of damage to newly planted trees and grass until it has time to establish and take root. Staff also recommends installing Armour Stone for barricades without gates.

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 Infrastructure and Engineering Department was brought forward to Council for information and discussion. The report included information on staffing, the tender for 2025 street concrete, asphalt maintenance and rehab work, the tender for Glendarek Drive and Lanark Drive intersection, the project status and activity report and the St. Thomas Line Pump Station change management log.

6. **Administration and Corporate Services**

Council Lead - Councillor Vaters

a. Decision Notes

1. 2025 Annual Donation and Grant Program

The Town adopted a new Community Sponsorship and Donation Policy in 2024. The call for applications was issued in March and closed April 30, 2025. The Town received 9 applications for a total of \$122,000. When reviewing the applications, staff considered how the applicant intended to use the funds, the size of the organization, the overall mandate of the organization and the programs being offered. Given the limited funds staff also considered other contributions whether monetary or in kind currently being provided to the applicants.

Recommendation:

The recommendation from staff is to approve the donations and sponsorships as submitted in the amount of \$64,000.

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. Voting by Mail Regulations – 2025 Municipal Election

The Town has received approval from the Department of Municipal Affairs and Community Engagement to conduct a vote by mail in the upcoming election.

The Town has prepared Voting by Mail Regulations as prescribed under section 54 of the Municipal Elections Act. The draft regulations must be approved by Council and subsequently submitted to the Department of Municipal Affairs.

Recommendation:

The recommendation from staff is to approve the draft Voting by Mail Regulations as prepared in accordance with section 54 of the Municipal Elections Act and authorize staff to submit them to the Department of Municipal Affairs and Community Engagement for approval.

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 the May 2025 Cheque Register, an information note regarding plebiscites, information regarding United Against Hate Canada and a decision note from the City of St. John's regarding Phase 1 of the Riverhead Wastewater Treatment Facility.

7. Recreation and Community Services

Council Lead - Councillor Martin

a. Decision Notes

1. Trail from Morgan to Howard

Staff have been working with the Grand Concourse Authority to develop a trail system to connect an Open Space Trail in the Seascapes area.

At the April 22, 2025, Committee of the Whole Meeting, information was provided on funding opportunities that staff have been working on. Both funding streams are closed.

Construction on the trail could begin mid August 2025 and will take approximately 6 weeks to construct. A further follow-up has been made regarding the funding and staff were advised that reviews are ongoing and can take up to March 31, 2026, for approvals.

Recommendation:

The recommendation from staff is to proceed with the Morgan to Howard Trail in mid August, regardless of whether funding has been received by that time, leaving the project funded as per the \$160,000 allocated in the 2025 Capital Budget for this work.

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 Neveah's Lemonade Stand, Summer Jam Concert Series, Paddle in Paradise, the Splash Pad Opening and the Community Garden.

8. **Planning and Protective Services**

Council Lead - Councillor Quilty

a. Decision Notes

1. Rescind Discretionary Use Policy (PPS-001) 2013

It is proposed that the Discretionary Use Policy be rescinded by Council, to be replaced by a Standard Operating Procedure.

The new operational procedure for processing discretionary use applications will align efficiently to best meet the timelines for public notice requirements and the current cycle of meetings.

Recommendation:

The recommendation from staff is to rescind Paradise Discretionary Use Policy, 2013.

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. Paradise Development Regulations Amendment No. 29, 2025

The proposed amendment was previously presented to Council on April 29, 2025, with direction to advertise for community input prior to advancing for final adoption by Council. The deadline to receive public feedback was May 30 and no written feedback was received during the engagement period.

The proposed amendment introduces a minimum front yard landscaping requirement within the zone standards table for the Planned Mixed Development (Residential) and Residential Mixed zones.

Recommendation:

The recommendation from staff is that Council adopt the proposed amendment No. 29, 2025 and submit it for 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

b. Permits

1. Approval in Principle 10-24 Drovers Road

An application for Approval in Principle for a major infill at Civic #10-24 Drovers Road was discussed.

Recommendation:

The recommendation from staff is approval subject to eight (8) conditions.

Council were in agreement to move this forward to the Public Council Meeting for decision with an extra condition added to have the installation of sidewalks included in the development.

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

2. Approval in Principle - 14 Sullivan's Road Major Subdivision

An application for Approval in Principle for a fifty-five (55) lot subdivision on Sullivan's Road was discussed.

Recommendation:

The recommendation from staff is approval subject to nine (9) 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. Development Approval - Lakeside Phase 7 Major Subdivision (33 Lots)

An application for a Development Approval for Phase 7 of the Lakeside Subdivision, containing 33 residential lots in the Adams Pond area was discussed.

Recommendation:

The recommendation from staff is approval subject to twenty-two (22) 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

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 staffing, permits issued between May 26-June 6, 2025, collaborative events with Municipal Enforcement Officers, the CISNL Meeting and the 2025 Law Enforcement Torch Run.

9. Public Works

Council Lead - Councillor Carew

a. Decision Notes

1. Woodstock Liftstation Repairs 2025

Over the past several months, the station has experienced significant operational issues that have impacted its performance and reliability. At present, the station is operating with only one functional pump. The second pump has been rendered inoperable due to a complete shaft break, a major mechanical failure that has significantly reduced the station's capacity and resilience.

Recommendation:

The recommendation from staff is to rent a second pump, replace the two (2) 88 hp soft starters, and repair the failed pump shaft for a total cost of approximately, \$92,617 plus HST.

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. Winter Salt Tender 2025/2026

The Department of Transportation and Infrastructure's current Winter Salt contract is nearing expiration, and a new tender was issued in May 2025. As in previous years, the Town has participated in government standing offers to benefit from significantly reduced pricing.

Under the current expiring agreement, the Town is paying \$126.86 per ton, a rate that reflected a 21% increase in 2023. The newly awarded contract includes a 10.5% increase for the Town, bringing the cost to \$140.14 per ton. The new contract is structured for a one-year term, with the option to extend for two additional one-year periods at the same rate.

Recommendation:

The recommendation from staff is to proceed into contract with the Department of Transportation and Infrastructure's Winter Salt contract for 2025/2026 as per the rate provided for the Town of Paradise.

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. Green Goal Phase III – Update and Decision required on Clear Bags

The Green Goal Project was launched in 2023 as a community-wide environmental initiative focused on promoting sustainable living for the Town of Paradise. This was initiated as a phased approach aiming to educate residents, implement solutions for waste and emissions reduction and encourage widespread community involvement.

The proposal for Phase III explores new technology and more in-depth sustainability practices with the continuation of previous initiatives, a food cycler program, the implementation of clear bags, oil filter technology and idle-free zones.

Recommendation:

The recommendation from staff is to proceed with the proposed initiatives for 2025, including Clear Bag Implementation for waste collection.

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 Public Works Department was brought forward to Council for information and discussion. The report included information on the yard waste program, excavation and grading, recreation and community services, water and sewer services, traffic calming, street sweeping, asphalt repairs, current tenders and RFQ's and the bi-weekly equipment operations report.

10. Adjournment

The meeting adjourned at 9:44 pm.