

Town of Channel-Port aux Basques 1897th Regular Meeting, September 23rd, 2025

The 1897th Regular Meeting of Council convened at 6pm with Mayor Button presiding. Present were Councillors Keeping, Strickland, Lane, Davis, Ingram, and Deputy Mayor Andrews. Also in attendance were Town Manager Nadine Osmond, Town Clerk, Lydia Francis, Recreation Director, Andrew Davis, and Superintendent, Jackson Butt.

OPENING: Mayor Button called the meeting to order and welcomed everyone to the 1897th regular meeting of Council. Mayor Button opened by welcoming everyone to the last meeting of this council as a whole. He was happy to see everyone in the gallery and spoke about his daughter who was present for his last meeting. He also reflected on the 3rd anniversary of Hurricane Fiona and a moment of silence was held for the loss of life that happened during the hurricane.

ADOPTION OF AGENDA: Mayor Button asked if everyone has reviewed the agenda and if there are no changes needed, he would like a motion to adopt.

It was moved by Councillor Strickland and Seconded by Councillor Lane to adopt the agenda as circulated. MC Unanimously

ADOPTION OF MINUTES: Mayor Button asked if there were any errors or corrections needed to the minutes of the 1896th minutes of council.

It was moved by Deputy Mayor Andrews and Seconded by Councillor Ingram that the 1896th minutes of the regular meeting of council be adopted as presented and discussed. MC Unanimously.

BUSINESS ARISING FROM MEETING:

Roof Assessment: Mayor Button asked for an update on this project. The Town Manager advised that the consultants will be here tomorrow for a site visit. She did ask Fundamental to provide some options for Snow Guards that get placed on the roof above any doors. This roof project is 95% complete. The HVAC system is on site but are waiting for a boom truck to hoist it onto the roof. Electrician will be onsite at the same time to complete the electrical work needed.

Dennis Hill Project: Mayor Button asked if there was an update on this project. The Town Manager advised that she had a conversation with Allnorth. The Town Manager also advised that she is still waiting to hear from the Dept. of Transportation & Infrastructure regarding the storm sewer portion of the project.

Bruce II Project: Mayor Button asked if there was an update on the heat pumps. The Town Manager advised that someone from the company should be here in two weeks.

Grand Bay West Buildings: Mayor Button asked if there was an update on this project. The Town Manager advised that the project is still on schedule. Line painting is completed at the site and communications connection is being worked on, so we won't have the same issue as the Yamaha building.

High Street: The Mayor asked if there was an update on this issue. The Town Manager advised that she has spoken to Government officials, and they recommend a consultant to investigate. She will apply for a Special Assistance Grant to offset the cost.

Pleasant Street: Mayor Button asked for an update on this project. The Town Manager spoke to Transportation and Infrastructure and with the tender bids coming in so high over budget it was

recommended council cancel the project. This project was already cut in phases and cannot be cut into smaller projects. If council chooses to cancel, they can apply again in the future. Councillor Keeping suggested not cancelling this project yet and that the Town manager have more discussion with Department of Transportation and Infrastructure. Mayor Button spoke on the bids coming in so high. The Town Manager advised that only two contractors bid on the project - J.C.L and Marine - and how the last few tenders have come in on projects have been over budget. The Town Manager will do a follow-up and report back to council.

Demolition of Homes: Mayor Button asked if there was report on this project. The Town Manager advised that salvage has begun, and demolition has started outside of town.

Salt Shed: Mayor Button asked if there was an update for Council. The Town Manager advised they are waiting on the contractor. She also advised that the original Salt Shed MCW project will require a motion to officially cancel the funding.

It was moved by Deputy Mayor Andrews and seconded by Councillor Lane.

BE IT RESOLVED, that Council agrees to cancel Project # 17-MCW-22-00009 – New Municipal Salt Shed siting that the approved funds will not cover the cost of the required amount to complete a salt shed as two tenders that were processed were over budget. Resolution # 09232025-01

In favor: 7 Abstained: 0 Motion Carried

SPECIAL MEETING:

Mayor Button spoke on the special meeting that was held on September 9th, and the purpose of the meeting was to discuss approval for MCW project Grand Bay West approaches. The following motion was made:

It was moved by Councillor Keeping and seconded by Councillor Lane.

BE IT RESOLVED, that we the Ultimate Recipient Town of Channel-Port aux Basques accept the funding as outlined in the Department of Transportation and Infrastructure project approval letter dated the 5th day of September, 2025, Project # 17-MCW-26-00027. Project name Grand Bay West Causeway with a total project value of \$ 557,805 in funding for this project and authorizes the Mayor and the Town Clerk to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of Channel-Port aux Basques. Resolution # SP09232025-03

In favor: 7 Abstained: 0 Motion Carried

Mayor Button asked Councillors Keeping and Lane if they were still prepared to make the resolution. Both agreed. Resolution was ratified.

CORRESPONDENCE: Mayor Button asked for a resolution to review and discuss the correspondence as required.

It was moved by Councillor Strickland and seconded by Councillor Davis

BE IT RESOLVED, that council has agreed to deal with the correspondence of tonight's meeting as required.

In Favor: 7 Abstained: 0 Motion Carried

Royal Canadian Legion: Request to support the 26th edition of our "Veterans service Recognition Book" which is designed each year to recognize and honor many of NL's brave veterans who have served our Country so well. Rate Sheet attached. Prices for ads range from \$255.00 for a business card size ad, to \$1810.00 for inside front cover full color ad.

It was moved by Deputy Mayor Andrews and seconded by Councillor Lane

BE IT RESOLVED, that council has agreed to sponsor a ¼ page black and white ad for \$385.00.

In Favor: 7 Abstained: 0 Motion Carried

Thank You: The group who wrote the letter for the kayak slipway wanted to express they're thanks to council. Council's support for this project demonstrates a commitment to both safety and the promotion of outdoor recreation in our town.

COMMITTEE REPORTS:

Public Works Committee Report: The Public Works Committee met on September 16th, 2025, at 9:30am. In attendance were the Town Manager Nadine Osmond, Councillors Keeping, Ingram and Lane. Also in attendance was Engineer Steve Osmond. The following items were tabled for discussion and there were a number of sites visited:

Municipal Capital Works – The committee discussed the list of projects that were submitted on council's priority list for 2025 that were rejected. We recommend that this list be resubmitted for funding in the same priority as last year with an additional item.

Stadium Road – Priority #1 – Paving, sidewalks and road work

Carter's Lane – Priority # 2 – Paving, curb and gutter replacement

Kettle's Lane – Priority # 3 – Paving, sidewalks, curb, gutter replacement

Sheaves's Lane to Hospital Point - Priority # 4 – Armor stone placement

Little Bay floating docks and wharf: The committee visited this site again and discussed the location for the crib to attach to the floating dock. Also, with us during this site visit, was an expert in the construction and installation of these types of structures. We hope to have the crib constructed and put in place in the near future.

New Subdivision: Issues were raised by a resident during council's last meeting. The committee met with the Engineer on this site and presented a copy of the concerns put forward by the residents living in this area. After a lengthy discussion, we revisited the site to view the area. Following the site visit, the engineer agreed to discuss all of the issues presented with his engineering company and the contractor on site. He will provide us with a report in the near future. Once we have their report we will arrange a meeting with the property owner in this area.

Note: While in the area the committee discussed the sidewalks for Dennis Road with the town's lead hand. It was decided that the town will undertake this work and the project is now in progress.

Meeting adjourned at 11:30am.

It was moved by Deputy Mayor Andrews and seconded by Council Lane

BE IT RESOLVED, that Council has agreed to approve the Public Works Committee report as presented to council.

In Favor: 7 Abstained: 0 Motion Carried

HR / Finance Committee Report: The HR/Finance committee met on September 18th, 2025. In attendance: Mayor Button, Councillors Lane and Davis, Town Manager, Nadine Osmond and Town Clerk, Lydia Francis.

Salt Shed: The Town Clerk provided council with results of a financing letter sent to the financial institutions in our area regarding construction of the Salt Shed. The town is looking to finance \$218,500.00 over a period of 10 years to begin construction of a Salt Shed. This funding will complete the foundation.

After review, the HR Committee recommends to finance the funding through BMO at a variable rate of 4.95%(Prime) +1%

Bruce II Sports Center: The Town Manager spoke to council on the wages at the Bruce II Sports Center. The employees have requested a wage review.

After review, the HR Committee recommends that council will put in place a one percent increase at this time and implement a system moving forward that is in line with the Town's unionized employees. At the time of contract renewal and any wage increase that is negotiated for the town employees, half of the negotiated rate will also be given to the Bruce II non-unionized employees at the same intervals. (For example, if the town's contract provides 2% annually over four years the non-unionized employees at the Bruce II will get a 1% annual rate increase over the same period.

At this time, we are also looking to hire a non-union operator for the Bruce II with a starting wage of \$18.00 per hour. This position has been advertised several times with no success. The committee sees the wage being offered as too low to attract and retain a reliable employee for this important position. We recommend implementing a wage increase scale to entice any new employee. The new hire will receive a raise based on his/her performance over a period of 3 months, 6 months, and 9 months up to a maximum amount approved for that position.

With the business of the meeting complete, the meeting adjourned at 5:45pm.

Mayor Button asked if there was any discussion on the HR report. Councillor Lane spoke of the subsidy to the Bruce II, and Mayor Button spoke to council on why a skilled labourer is needed. We need to offer a competitive wage in order to retain an employee.

It was Moved by Deputy Mayor Andrews and seconded by Councillor Strickland

BE IT RESOLVED that council has agreed to accept the HR report and recommendations as presented to council.

In Favor: 7 Abstained: 0 Motion Carried

NEW BUSINESS:

Mayor Button asked the Town Manager if she had any further updates to provide.

High Street Storm Water: The Town Manager advised that there was a camera inspection and dye test recently completed to see how the infrastructure is running. Our aged infrastructure has made it difficult to get the data that was needed. A full replacement is recommended. This will have to be done in phases and put in future MCW projects.

Dennis Hill Pump Installation: Cahill is expected to be in town by middle of October.

Home based business at 50 bay street: An application was received to have a home bakery located at 50 Bay St. This will be a delivery service operation, with no pickup service so there will not be any additional traffic or need for parking in this area.

It was moved by Councillor Lane and seconded by Deputy Mayor Andrews

BE IT RESOLVED, that council has approved the application for home-based bakery, and it is noted this is a delivery service that will not impact parking in this area.

In Favor: 7 Abstained: 0 Motion Carried

M.C.W.: The tender for Charles Street Shoreline Protection for engineering has been awarded to Aguathuna Drafting & Consulting and they have been asked to push the project through fairly quickly.

High Street Paving Amendment: The Town Manager spoke on the asphalt project for High Street and a motion that is needed to amend the location of the project.

It was moved by Deputy Mayor Andrews and seconded by Councillor Davis

BE IT RESOLVED, that the Town Council of Channel-Port aux Basques has approved the amendment to the location for Project Number 17-RNC-24-00005 Grand Bay West Asphalt Removal Replacement/High Street. Resolution # 09232025-02

In Favor: 7 Abstained: 0 Motion Carried

Amendment for notifications: We recently circulated a notice to amend a section of our Municipal Plan regarding Public Notification. We used to be able to avail of advertising in a local newspaper, but we no longer have that service. We will now be placing any public notifications on the town's social media page and the town's website as well as in 2 public locations in town. The amendment document is as follows:

It was moved by Deputy Mayor Andrews and seconded by Councillor Lane

WHEREAS the Town of Channel-Port aux Basques Council has decided that it wishes to update the public notification requirements set out in Section 3.30 and Section 3.31 of the Town of Channel-Port aux Basques Development Regulations to align with Section 110.1 of the recently amended Urban and Rural Planning Act, 2000, and to reflect that there is no longer a printed newspaper in circulation within the municipality;

BE IT THEREFORE RESOLVED that the Town of Channel-Port aux Basques hereby adopts the following text amendment to the Town of Channel-Port aux Basques Development Regulations in accordance with the provisions of the Urban and Rural Planning Act.

- 1. Amend Section 3.30 (Notice of Application - Variance, Non-Conforming Use, Discretionary Use) by deleting Subsection 3.30.2.b. and substituting the following:**

“b. for a Change in a Non-Conforming Use, any proposed Development listed as a Discretionary Use, if Council is using discretionary power, or If Council determines the public should be notified of an application, there shall be a public advertisement in posted in at least two (2) conspicuous places in the municipal planning area affected; also given by one (1) or more of

a variety of means such as: newspapers, radio or tv broadcast in the area, Municipal website notices, Municipal social media pages, and any other means that is reasonably expected to notify a person in the area affected with a minimum fourteen (14) day response period, to be specified in the notice.

2. Amend Section 3.31 (Notice of Application - Rezoning, Text Amendment) by deleting Subsections 3.31.1 and 3.31.2 and substituting the following:

1. "Council shall advertise or cause to be advertised s Public Notice of an application by a Notice posted in at least two (2) conspicuous places in the municipal planning area affected; also given by one (1) or more of a variety of means such as: newspapers, radio or tv broadcast in the area, Municipal website notices, Municipal social media pages, and any other means that is reasonably expected to notify a person in the area affected with a minimum fourteen (14) day response period, to be specified in the notice."
2. "The Public Notice shall:
 - a. contain a general description of the application;
 - b. specify the date set for a Regular Meeting of Council at which the application is to be considered;
 - c. specify the date set for receipt of written representation on the application by the Town Clerk; and,
 - d. identify the place and time where the application can be viewed by the public."

BE IT FURTHER RESOLVED that the Town of Channel-Port Aux Basques requests the Minister of Municipal Affairs and Public Engagement to register the proposed amendment in accordance with the requirements of the Urban and Rural Planning Act, 2000. Resolution # 09232025-04

In favour: 7 Abstained: 0 Motion carried.

The Town's Municipal Planner will forward to Municipal Affairs.

Planning Zone Amendment: The new subdivision off of Taverner Drive requires a storm drainage system designed by the engineers that needs to be placed in the Environment Protection Zone. With the proper notification to the public this can be allowed as a discretionary use. The Town Manager worked with Boundridge Planning Company to oversee this notification. There was one letter received from a local resident opposing the location. Both the resident's letter and the report received from the planner were read at the Council meeting. The letter noted silt entering the EP Zone area and the town manager advised council that repairs were done to correct this issue and she also asked the engineer to look at the silt barrier to see if any further fortification is needed. Councillors Lane and Keeping commented on this process and the work that the resident had referred to that occurred in the past. Council has no concern on the storm drainage system in it's designed location which is near the Residential (medium density) Zone just inside the Environmental Protection Zone.

It was moved by Councillor Lane and Seconded by Councillor Keeping

BE IT RESOLVED, that council has agreed to proceed with the location of the designed storm drainage system for the new subdivision extension located inside the Environment Protection Zone that borders the Residential (medium density) Zone. Resolution # 09232025-05

In Favor: 7 Abstained: 0 Motion Carried

Housing Accelerator Fund Project: Recently a staff member of Fundamental who is the consultant for the Housing Accelerator Fund presented some policies to be included in this project that are listed as milestones to achieve. These policies require a motion of Council in order to proceed. This motion is to agree in principle to the ideas and the language of the policies would be further detailed and reviewed by a lawyer before they would be implemented.

Moved by Deputy Mayor Andrews and seconded by Councillor Lane.

BE IT RESOLVED that the Council of the Town of Channel-Port aux Basques agrees in principle to adopting the following policies / bylaws: **Adequate Cooling Bylaw, Affordable & Missing Middle Rental Housing Property Tax Incentive Program, Pre-approved Missing Middle Housing Designs Policy and a Municipal Land Disposal Policy.**

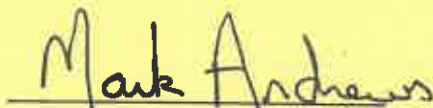
BE IT FURTHER RESOLVED that Council directs Administration to finalize and implement the bylaw upon legal and due diligence review. Resolution # 09232025-06

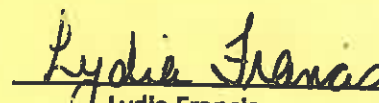
In favour: 7 Abstained: 0 Motion carried.

With this being the last meeting of this council's tenure Mayor Button did a round table giving each councillor an opportunity to speak and reflect on their time on council.

With the agenda complete Mayor Button asked for a motion of adjournment.

It was moved by Deputy Mayor Andrews and seconded by Councillor Lane that the meeting be adjourned. MC Unanimously


Brian Button
Mayor


Lydia Francis
Town Clerk