

Town of Carbonear
Minutes of the Special Council Meeting
Monday, October 1, 2025 @ 6:00 pm
Held in the Council Chambers

Members Present: Mayor Frank Butt
 Deputy Mayor Sam Slade
 Councillors Danielle Doyle
 Chris O'Grady
 Ray Noel
 Malcolm Seymour
 Peter Snow

Also Present: Town Clerk / Director of
 Financial Operations Cathy Somers

Absent: CAO Cynthia Davis

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1. Calling of Meeting to Order
 Mayor Butt called the meeting to order at 6:00pm.

 2. Adoption of the Agenda
 Motion 25-291 **C. O'Grady / P. Snow**
 Resolved to adopt the agenda for the September 1st, 2025 Special Council meeting as distributed to Council.
 Favour 7; Opposed 0;

 3. Capital Works
 Projects for consideration:
 - Bunker Hill and Woodwynd Heights Pumphouse
 - Water Street East Water/Sewer/Storm Upgrades, Phase 1
 - French's Lane Water/Sewer/Storm Upgrades, Phase 1 Deputy Mayor Slade declared a conflict of interest on the Bunker Hill & Woodwynd Heights Pumphouses as he owns property on Bunker Hill.
 Councillor O'Grady declared a conflict of interest on the Woodwynd Heights Pumphouse as he owns property on Woodwynd Heights.

 Deputy Mayor Slade and Councillor O'Grady then left the meeting.
 Motion 25-292 **R. Noel / D. Doyle**
 Be It Resolved to apply for cost-shared funding through the Municipal Capital Works Call for Application with the Municipal Infrastructure Division of the Department of Transportation and Infrastructure for the purpose of upgrading the Bunker Hill and Woodwynd Heights Pumphouses; and

Be It Further Resolved that the Town of Carbonear agrees to provide its share of the cost-shared funding in the amount of 20% of the project total of \$873,449.75 for this project should it be selected for funding, and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town of Carbonear.

Favour 5; Opposed 0; **Carried**

Deputy Mayor Slade and Councillor O'Grady were called back in to the meeting and assumed their places at the Council table.

Motion 25-293

S. Slade / R. Noel

Be It Resolved to apply for cost-shared funding through the Municipal Capital Works Call for Application with the Municipal Infrastructure Division of the Department of Transportation and Infrastructure for the following project Water Street East Water/Sewer/Storm Upgrades Phase 1; and

Be It Further Resolved that the Town of Carbonear agrees to provide its share of the cost-shared funding in the amount of 20% of the project total of \$2,386,441.50 for this project should it be selected for funding, and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town of Carbonear.

Favour 7; Opposed 0; **Carried**

Motion 25-294

S. Slade / C. O'Grady

Be It Resolved to apply for cost-shared funding through the Municipal Capital Works Call for Application with the Municipal Infrastructure Division of the Department of Transportation and Infrastructure for the following project French's Lane Water/Sewer/Storm Upgrades; and

Be It Further Resolved that the Town of Carbonear agrees to provide its share of the cost-shared funding in the amount of 20% of the project total of \$982,781.03 for this project should it be selected for funding, and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town of Carbonear.

Favour 7; Opposed 0; **Carried**

4. Capital Invoice Crossroads
Cougar Engineering & Construction, Progress Claim # 1\$497,836.55

Motion 25-295

C. O'Grady / P. Snow

Resolved that the Town of Carbonear approve for payment the following Capital Invoice:

Crossroads Water, Sewer, and Road Upgrades Project

Cougar Engineering & Construction, Progress Claim #1\$497,836.55

Favour 7; Opposed 0; **Carried**

5. Financial Statements adoption

Motion 25-296

C. O'Grady / D. Doyle

Resolved to adopt the 2024 Audited Financial Statements for the Town of Carbonear

and entities as prepared by Byron Smith, CPA.

Favour 7; Opposed 0; **Carried**

6. Annual Staff / Council Christmas Social

Motion 25-297

S. Slade / R. Noel

Whereas quotes were obtained from service organizations within the Town for the Annual Staff/Council Christmas Social;

Be it Resolved to approve the function at the organization providing the lowest quote for the event.

Favour 7; Opposed 0; **Carried**

7. Quote to purchase snowflakes and mounting hardware

Motion 25-298

S. Slade / M. Seymour

Whereas the Town budgeted for the purchase of additional lighted snowflakes for the street lights on Water Street for the next phase of the Revitalization Project;

Be it Resolved to purchase the snowflakes from Dekra-Lite at a cost of \$14,280 plus HST and Shipping.

Favour 7; Opposed 0; **Carried**

8. Organizational Review Recommendations

Motion 25-299

C. O'Grady / P. Snow

Whereas the Town of Carbonear had an independent Organizational Review completed; and

Whereas the Report identified several recommendations;

Be it resolved to accept the report as provided and approve the following recommendation:

- *To separate the position of Town Clerk and Director of Financial Operations hiring a new staff person for Town Clerk and start recruitment for this position to fill the position in January 2026.*

Favour 7; Opposed 0; **Carried**

Motion 25-300

C. O'Grady / D. Doyle

Whereas the Town of Carbonear had an independent Organizational Review completed; and

Whereas the Report identified several recommendations;

Be it resolved to accept the report as provided and approve the following recommendation:

- *To create a new position of Public Works Supervisor and start recruitment for this position to fill the position in January 2026.*

Favour 3; Opposed 4; **Failed**

Councillor O'Grady, Councillor Doyle and Councillor Noel were in favour of the motion.

Mayor Butt, Deputy Mayor Slade, Councillor Seymour and Councillor Snow opposed the motion.

Motion 25-299 ³⁰¹⁰⁸

C. O'Grady / R. Noel

Whereas the Town of Carbonear had an independent Organizational Review completed; and

Whereas the Report identified several recommendations;

Be it resolved to accept the report as provided and approve the following recommendation:

- *To make the position of Recreation Programmer that is currently a half time position to a full time Recreation Programmer position and start recruitment for this position to the position in January 2026.*

Favour 7; Opposed 0; **Carried**

Motion 25-300 ³⁰¹⁰⁸

C. O'Grady / R. Noel

Whereas the Town of Carbonear had an independent Organizational Review completed; and

Whereas the Report identified several recommendations;

Be it resolved to accept the report as provided and approve the following recommendation:

- *Adjustment to the management salaries as recommended by the report effective January 1, 2025 for a total of \$10,910.*

Favour 7; Opposed 0; **Carried**

9. **Adjournment**

Motion 25-301 ³⁰¹⁰⁸

S. Slade / R. Noel

Resolved that the meeting adjourn at 6:24pm.

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk