

**Town of Carbonear**  
**Regular Council Meeting, November 12<sup>th</sup>, 2025**  
Minutes of a regular meeting of the Council of the Town of Carbonear held in  
Council Chambers, November 12<sup>th</sup>, 2025 at 5:30pm

<b>Members Present:</b>	Mayor	Sam Slade
	Deputy Mayor	Fred Earle
	Councillors	Malcolm Seymour
		Stephen Penney
		Amanda Dowden
		Peter Snow
<b>Members Absent:</b>	Councillor	Wendy Penney
<b>Also Present:</b>	Town Clerk / Director of Financial Operations	Cathy Somers
	Director of Operations & Public Works	Ian Farrell
	Economic Development & Tourism Officer	Kerri Abbott
<b>Also Absent:</b>	Chief Administrative Officer	Cynthia Davis (on vacation)

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1. Calling of Meeting to Order  
Mayor Slade welcomed everyone in attendance and viewing online to the meeting and called the meeting to order at 5:38pm.
  2. Approval of the Agenda for Regular Meeting, November 12, 2025  
**Motion 25-342** **F. Earle / S. Penney**  
*Resolved to adopt the agenda of the November 12<sup>th</sup>, 2025 Regular Meeting of Council.*  
Favour 6; Opposed 0; **Carried**
  3. Adoption of the minutes October 28, 2025  
**Motion 25-343** **A. Dowden / P. Snow**  
*Resolved to adopt the minutes of the October 28, 2025 Regular Meeting of Council as presented.*  
Favour 6; Opposed 0; **Carried**
  4. Business Arising from Minutes  
No business arising.
  5. Proclamations / Presentations / Delegations
    - a) World Pancreatic Cancer Day – Proclamation to be signed  
**Motion 25-344** **F. Earle / A. Dowden**  
*Whereas pancreatic cancer is one of the deadliest forms of cancer, with a five year survival rate of just 10%, and remains the third leading cause of cancer related death in Canada; and*  
*Whereas pancreatic cancer is often diagnosed at an advanced stage due*

*to vague symptoms and a lack of early detection tools, limited treatment options and clinical trial access for Canadians, including those here in the Town of Carbonear; and*

*Whereas World Pancreatic Cancer Day, held on November 20, 2025, unites organizations, advocates for patients and communities globally in a shared mission to raise awareness, improve outcomes, and honour those affected by this devastating disease; and*

*Whereas The Heather Cutler Foundation, a proud member of the World Pancreatic Cancer Coalition, works tirelessly to raise awareness, drive advocacy, and push for better access to treatments, clinical trials, and national solutions for Canadians facing pancreatic cancer – including right here in the Town of Carbonear; and*

*Whereas the Town of Carbonear stands with The Heather Cutler Foundation, the World Pancreatic Cancer Coalition, and communities worldwide in supporting the 'Light It Up Purple' campaign = shining a light on pancreatic cancer and standing in solidarity with patients, survivors, families and advocates;*

*Now Therefore Be it Resolved that the Town of Carbonear does hereby proclaim November 20, 2025 as World Pancreatic Cancer Day, and encourages all residents to 'Light It Up Purple' by wearing purple, lighting homes and landmarks, and sharing awareness to honour those affected and help drive urgent change for better care, earlier detection, and improved survival for all Canadians impacted by pancreatic cancer.*

Favour 6; Opposed 0; **Carried**

## 6. Permits and Correspondence

### 6.1 Permit Listing # 11035-11042

Council members were asked to review the list of permits to determine if they have any conflict on any of the permits listed and if so to declare their conflict.

**Motion 25-345 F. Earle / S. Penney**

*Resolved to approve permits #11035 - 11042, as per the applications received and conditional up on the work being completed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.*

Favour 6; Opposed 0; **Carried**

### 6.2 Correspondence, requiring Council's decision

None listed.

### 6.3 Correspondence received and action taken

Council reviewed the following list of correspondence received and action taken:

#### a) Government NL

- Department of Justice and Public Safety regarding recognition of contribution to fighting wildfires. Forwarded to Administration and Finance committee.
- Department of Transportation and Infrastructure regarding approval to award for over budget tenders. Copied to the Chief Administrative Officer and the Director of Operations and Public Works .
- Department of Municipal Affairs and Community Engagement

- Regarding Municipal Budget, as well as the Budget Submission Form. Copied to the Chief Administrative Officer and the Director of Financial Operations / Town Clerk.
- Department of Government Modernization and Service Delivery, Government Service Centre regarding - NL Public Health Laboratory, Test results of water samples collected on November 3 at North Atlantic, Esso & Shell. All Results marked satisfactory. Copied to the Chief Administrative Officer and the Director of Operations and Public Works. Placed on file.
  - Department of Environment and Climate Change regarding Fall 2025 Operator Education Seminars. Copied to the Director of Operations and Public Works.
- b) The Salvation Army regarding Christmas Kettle Campaign beginning November 21 to December 24. Request for volunteers. Copied to Council. Placed on file.
- c) Eastern Regional Service Board  
RE: 2026 fee per household for weekly garbage collection and recycling and tipping fees.  
Forwarded to Administration and Finance committee.
- d) Municipal Assessment Agency
  - Regarding 2026 Assessment Service Fees for 2026  
Forwarded to Administration and Finance committee
  - Final list of Candidates for 2025 Election – Board of Directors  
Forwarded to Council.
- e) Baccalieu Bus Line. Connecting Conception Bay North Communities.  
Forwarded to Council and Staff and placed in the lobby.
- f) Salem Shed Party in support of Kingston Wildfire of Summer 2025 and The Adam's Cove Wildfire Spring 2025. Event, November 10 @ 6:30pm at the Salem Comfort Centre. Invitation to attend. Copied to Council.
- g) Property owner, Forest Road, issue with recycling  
Forwarded to Public Works, Waste Management and Community Services committee.
- h) Canadian Mental Health Association of NL  
RE: Free Mental Health and Resilience Training for Communities impacted by Wildfires.  
Copied to the Chief Administrative Officer and the Fire Department.
- i) Society of Saint Vincent DePaul
  - How to support Food Bank this Holiday Season, Christmas Donor Package.
  - Tim Hortons has selected SSVP Carbonear Foodbank as the recipient of their annual Holiday Smile Cookie week in Carbonear, which will take place from November 17 to 23. During this week, 50% of the proceeds from every Holiday Smile Cookie sold in Carbonear will be donated to our organization. Copied to Council and Staff.
- j) Property owner, Freshwater Road regarding taxes. Forwarded to the Administration and Finance committee.
- k) Patron concern, pool schedule  
Forwarded to Recreation, Special Events, Culture and Tourism committee.

- l) Request to install storyboard. Forwarded to Economic Development, Planning and Land Use Development.
- m) Property owner Water Street regarding damage to front patio Forwarded to Public Works, Waste Management and Community Services committee.
- n) Business owner, Cross Roads regarding parking lot paving. Forwarded to Public Works, Waste Management and Community Services committee.
- o) Property owner Pondside Road concern with ATV's using side road across from the intersection. Forwarded to Public Works, Waste Management and Community Services committee.
- p) Property owner, Crossroad regarding ongoing construction early hours in the morning. Forwarded to Public Works, Waste Management and Community Services committee.
- q) Property owner, English Hill request for road paving. Forwarded to Public Works, Waste Management and Community Services committee

7. Committee Reports

- a) Public Works, Waste Management & Community Services Councillor Seymour advised the committee met on November 4<sup>th</sup>. Any questions can be addressed to the committee. Councillor Seymour then presented the following motions recommended by the committee.

**Motion 25-346**

**M. Seymour / S. Penney**

*Resolved to approve change order # 1 for the Cross Roads project for 10 additional working days and extra work in the amount of \$76,641.15 HST included for storm and sanitary connections.*

Favour 6; Opposed 0; **Carried**

**Motion 25-347**

**M. Seymour / F. Earle**

*Whereas the right of way to the south of Pondside Road has been subject to unauthorized use by all-terrain vehicles (ATVs), resulting in the creation of large ruts and damage to the right of way surface; and  
Whereas the Committee has reviewed options to address the issue and to prevent further deterioration of the right of way;*

*Therefore Be It Resolved that Council approve the placement of armour stone along the affected section(s) of the right of way to deter unauthorized ATV access.*

Favour 6; Opposed 0; **Carried**

**Motion 25-348**

**M. Seymour / A. Dowden**

*Resolved to rescind Motion 25-281 to purchase an underwater drone from Drone Labs at a cost of \$2,495 plus freight and shipping.*

Favour 6; Opposed 0; **Carried**

**Motion 25-349**

**M. Seymour / P. Snow**

*Resolved to purchase an underwater drone, Model Chasing M2 ROV with 100m tether from Drone Labs at a cost of \$3,300 plus HST.*

Favour 6; Opposed 0; **Carried**

- b) Recreation, Special Events, Culture and Tourism Councillor Seymour noted the committee met on October 29<sup>th</sup>.

There were several items discussed. The EDTO provided a report to the committee.

Further review of the pool schedule will be completed to determine if additional adult swims can be added to the current schedule without impacting other programming.

There were some issues with traffic congestion on Valley Road during the Harvest Run event. The committee noted that this will be reviewed next year with all parties during the planning of the event. The town will respond to the correspondence received on the matter.

c)

Economic Development, Planning and Land Use Development

Deputy Mayor Earle advised the committee met on November 6<sup>th</sup>. He noted that all committee meetings are open to the public and there will be an open meeting with business in the town tomorrow at 6:30pm. This will be an open forum which we will do on a quarterly basis. Businesses are encouraged to attend.

Deputy Mayor Earle presented the following motions recommended by the committee.

**Motion 25-350**

**F. Earle / P. Snow**

*Resolved to approve the following applications in accordance with applications submitted, the Town of Carbonear Municipal Plan and Development Regulations and other conditions as specified:*

- *to open a retail store at 210 Water Street, conditional upon receipt of approval from Service NL and other applicable government departments and agencies;*
- *to replace front step without railing at 117 Water Street in accordance with Section 10, Discretionary Powers of Council.*

Favour 6; Opposed 0; **Carried**

**Motion 25-351**

**F. Earle / S. Penney**

*Resolved to send an order to cease business operations to the business owner operating from Unit 6, 120 Columbus Drive Carbonear without a permit from Council.*

Favour 6; Opposed 0; **Carried**

Deputy Mayor Earle noted that year to date there has been \$8,493,087 in estimated development, which includes:

- 13 new housing developments
- 12 new commercial businesses
- 8 new home-based businesses.

d)

Administration and Finance

Councillor Snow advised the committee met on October 30<sup>th</sup>.

He noted the following:

- Staff will prepared a draft budget to start the process.
- Fox Farm Campground lease was reviewed. Correspondence will be sent to the leasee requesting information.
- Reviewed request from the 589 Air Cadet. CAO is checking on clarification on insurance coverage.
- There is no increase in the annual household fee for waste management services for 2026. However, tipping fees starting

April 1, 2026 will increase from \$92.50 to \$94.50 per metric tonne, and recycling fees will increase from \$30.50 to \$32.50 per metric tonne. Residents are encouraged to recycle all possible items to reduce costs.

- Funds were received from the Department of Justice and Public Safety in the amount of \$30,500 in recognition of the contributions to fighting the wildfires this past summer. \$500 firefighter honorarium for 39 volunteer firefighters, \$10,000 one-time honorarium for local fire department and \$1,000 for administrative support.
- 2026 Assessment Service Fees will remain the same at \$26 per parcel and tenants.

8. Reports of Chief Administrative Officer and Department Heads.

a) Director of Operations and Public Works

The Director reported on the following:

Infrastructure and Public Works

- Water conservation advisory is lifted. Planning to begin flushing hydrants next week, this will be communicated to residents.

Capital Projects

- 2025 Paving Program – Construction is completed.
- 2024 Paving Program – One section of paving remaining to be completed.
- MYCW Lemarchant Road Extension – Construction is completed
- ICIP Beach Road Sewer Upgrading – Reinstatement and paving remaining to be completed.
- ICIP Cross Roads – Construction completed. Substantial completion inspection scheduled for next week.
- Water Street Phase 3 – Awaiting completed design from prime consultant.
- Comprehensive Leak Detection Program - Contractor has begun work. Expecting to be completed within two weeks or so.

9. Finances

a) Operating Invoices over \$2,000.00 in the amount of..... \$ 110,239.16  
The list of invoices was reviewed for any conflicts.

**Motion 25-352**

**P. Snow / S. Penney**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$110,239.16 as submitted to Council.  
Favour 6; Opposed 0; Carried*

b) Capital Invoices:

Cross Roads Upgrading

WSP Engineering Invoice # 20295502.....\$26,731.25

Grassey Lane Water Sewer and Storm Upgrades

WSP Engineering Invoice # 20266806.....\$12,744.88

2025 Paving Program

WSP Engineering Invoice #20302750.....\$7,532.50

2024 Paving Program

WSP Engineering Invoice #20305448.....\$3,781.01

2023 Paving Program

WSP Engineering Invoice # 20286367 .....	\$5,626.66
WSP Engineering Invoice # 20265486 .....	\$3,316.60

The list of capital invoices was reviewed for any conflicts.

Mayor Slade declared a conflict on Bunker Hill project which is part of the 2023 Paving Program as he owns property on Bunker Hill.

Mayor Slade declared a conflict on the 2024 Paving Project as his daughter owns property on the corner of Hiscock's Road.

Councillor Stephen Penney declared a conflict of interest on Wareham's Road which is part of the 2023 Paving Program as his mother owns property on that Wareham's Road.

Councillor Snow declared a conflict on Mutreyville which is part of the 2023 Paving as his sister owns property on Mutreyville.

Councillor Snow declared a conflict of interest on the 2025 Paving Program as he owns property on Newfoundland Drive.

Councillor Seymour declared a conflict of interest on the 2025 Paving Program as he owns property on Newfoundland Drive.

Councillor Dowden declared a conflict of interest on the 2025 Paving Project as she owns property on LeMarchant Road.

**Motion 25-353**

**P. Snow / S. Penney**

*Resolved that the Town of Carbonear approve for payment the following capital invoices as included on the agenda:*

Cross Roads Upgrading

WSP Engineering Invoice # 20295502.....\$26,731.25

Grassey Lane Water Sewer and Storm Upgrades

WSP Engineering Invoice # 20266806.....\$12,744.88

Favour 6; Opposed 0; **Carried**

Due to conflict of interest, Councillor Snow, Councillor Seymour and Councillor Dowden moved to the public gallery for the vote on the 2025 Paving Program.

**Motion 25-354**

**F. Earle / S. Penney**

*Resolved that the Town of Carbonear approve for payment the following capital invoices as included on the agenda:*

2025 Paving Program

WSP Engineering Invoice #20302750.....\$7,532.50

Favour 3; Opposed 0; **Carried**

Councillor Snow, Councillor Seymour and Councillor Dowden returned to their seats at the Council table.

Due to conflict of interest, Mayor Slade moved to the public gallery for the vote on the 2024 Paving Program and the 2023 Parving Program and Deputy Mayor Earle assumed the position of Chair.

**Motion 25-355**

**P. Snow / A. Dowden**

*Resolved that the Town of Carbonear approve for payment the following capital invoices as included on the agenda:*

2024 Paving Program

WSP Engineering Invoice #20305448.....\$3,781.01

Favour 5; Opposed 0; **Carried**

Due to conflict of interest Councillor S. Penney and Councillor Snow moved to the public gallery.

**Motion 25-356**

**A. Dowden / M. Seymour**

*Resolved that the Town of Carbonear approve for payment the following capital invoices as included on the agenda:*

2023 Paving Program

WSP Engineering Invoice # 20286367 ..... \$5,626.66

WSP Engineering Invoice # 20265486 ..... \$3,316.60

Favour 3; Opposed 0; **Carried**

Mayor Slade returned to his seat at the Council table and resumed the position of Chair.

10. **Regulations**

No regulations listed

11. **Notices of Motions**

No notices of motions were filed.

12. **New Business**

a) **Announcements**

- Mayor Slade noted the Town was awarded the 2024 Landscape NL Award of Excellence for the Specialty Stonework for the Drystone Wall, Rorke Store Museum. Kerri Abbott accepted the award on behalf of the Town as the awards presentation event.
- Mayor Slade attended the Launch of the Poppy Campaign at the Carbonear Legion on October 30.
- Mayor Slade attended the Columbus Day Celebrations at the Knights of Columbus, Carbonear on November 1.
- Mayor Slade attended the Remembrance Day services at Carbonear Academy and Carbonear Collegiate on November 6.
- Mayor Slade attended the Carbonear Special Events Bonfire night on Monday night.
- Mayor Slade and Deputy Mayor Earle represented the Town and laid a wreath at the Remembrance Day service hosted by the Carbonear Legion.

13. **Adjournment**

**Motion 25-357**

**F. Earle / P. Snow**

*Resolved that the meeting adjourn at 6:21 pm and that Council meet again for a Regular Council Meeting on Tuesday, November 25, 2025 at 5:30pm.*

  
\_\_\_\_\_  
Mayor Sam Slade

  
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Cathy Somers,  
Town Clerk/Director of Financial Operations