

**Town of Carbonear**  
**Regular Council Meeting, October 28<sup>th</sup>, 2025**

Minutes of a regular meeting of the Council of the Town of Carbonear held in Council Chambers, October 28<sup>th</sup>, 2025 at 5:30pm

<b>Members Present:</b>	Mayor	Sam Slade
	Deputy Mayor	Fred Earle
	Councillors	Malcolm Seymour
		Stephen Penney
		Wendy Penney
		Amanda Dowden
		Peter Snow

<b>Also Present:</b>	Chief Administrative Officer	Cynthia Davis
	Town Clerk / Director of	
	Financial Operations	Cathy Somers
	Director of Recreation	
	& Tourism	Rob Button
	Economic Development &	
	Tourism Officer	Kerri Abbott

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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 5:30pm.

2. Approval of the Agenda for Regular Meeting, October 28, 2025

**Motion 25-326** **F. Earle / W. Penney**

*Resolved to adopt the agenda of the October 28<sup>th</sup>, 2025 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**

3. Adoption of the minutes October 15, 2025

**Motion 25-327** **P. Snow / A. Dowden**

*Resolved to adopt the minutes of the October 15, 2025 Regular Meeting of Council as presented.*

Favour 7; Opposed 0; **Carried**

4. Business Arising from Minutes

No business arising.

5. Proclamations / Presentations / Delegations

None listed.

6. Permits and Correspondence

6.1 Permit Listing # 11018 -11034

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 25-328** **F. Earle / P. Snow**

*Resolved to approve permits #11018 - 11034, 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 7; 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 Government Modernization and Service Delivery, Government Service Centre regarding - NL Public Health Laboratory, Test results of water samples collected on October 7, 9 at North Atlantic, Garland's Meat Shoppe, Esso & Shell. All Results marked satisfactory. Copied to the Chief Administrative Officer and the Director of Operations and Public Works. Placed on file
- b) Business owner, Water Street, impact on business sales and reduction in business tax  
Forwarded to Administration and Finance Committee
- c) Tenant, request for meeting with committee to discuss building usage  
Forwarded to Administration and Finance committee
- d) Property owner, Quarter Lane, request for separate water line request to consider making Quarter's Lane a one-way street or adding speed bumps  
Forwarded to Public Works, Waste Management and Community Services committee
- e) Property owner, Highroad North regarding concern with road upgrades  
Forwarded to Public Works, Waste Management and Community Services committee
- f) Property owner, Mount Royal Estates regarding water issue and cost associated with new water line. Forwarded to Public Works, Waste Management and Community Services committee
- g) Multi-Materials Stewardship Board regarding Community Waste Diversion Fund.  
Forwarded to Public Works, Waste Management and Community Services committee
- h) Individual concern with traffic congestion during the Harvest Run. Forwarded to Public Works, Waste Management and Community Services committee
- i) Communities in Bloom. Final Report and News Release. The Town received 5 bloom and special recognition for Youth Involvement in Conserving Local History.  
Forwarded to Recreation, Special Events, Culture and Tourism committee
- j) Royal Canadian Legion, regarding invitation for the Mayor or a representative of Council to attend the Poppy Campaign on October 30 at 7 pm. Included the Donation for 2025. A cheque to be completed.
- k) Property owner, Pondside Road regarding concern with ATV's using the sideroad near property. Forwarded to Public Works, Waste Management and Community Services committee

7. Committee Reports

- a) Public Works, Waste Management & Community Services

**Motion 25-329****M. Seymour / W. Penney**

*Whereas the consultant has recommended approval of the contractors change order request to locate the existing sanitary sewer for the Lemarchant Street Extension Project; Be it resolved to approve change order number two for Dexter Construction Company Limited in the amount of \$8,686.01 including HST.*  
Favour 7; Opposed 0; **Carried**

**Motion 25-330****M. Seymour / S. Penney**

*Whereas WSP, E & I Limited has requested approval of an increase to the material testing allowance to reflect the total estimated testing cost for 18 streets for the 2024-25 Paving Project in accordance with the Inspection and Testing Requirements from the Municipal Master Specification;*  
*Be it resolved to approve the estimated testing costs in the amount of \$10,990 including HST.*

Favour 7; Opposed 0; **Carried**

**Motion 25-331****M. Seymour / P. Snow**

*Whereas the Eastern Regional Service Board (ERSB) provides regional waste management, recycling, and other shared services to municipalities within the Eastern Region of Newfoundland and Labrador; and*

*Whereas each participating municipality is entitled to nominate a representative to serve on the Eastern Regional Service Board to ensure fair and effective representation of the region's interests;*

*Be It Resolved to nominate Mayor Sam Slade to serve as the Regional Representative for the Eastern Regional Service Board.*

Favour 7; Opposed 0; **Carried**

**Motion 25-332****M. Seymour / F. Earle**

*Whereas the Stewardship Association of Municipalities Inc. (SAM) supports municipalities in Newfoundland and Labrador in conserving local wildlife habitat and promoting environmental stewardship; and*

*Whereas Carbonear is a member of SAM and recognizes the importance of active participation in its initiatives;*

*Be It Resolved to appoint Ian Farrell, Director of Operations and Public Works to serve as the official representative to the Stewardship Association of Municipalities Inc. (SAM), effective immediately; and*

*Be It Further Resolved the appointed representative shall attend SAM meetings, participate in SAM activities, and report back to Council on relevant matters.*

Favour 7; Opposed 0; **Carried**

b)

Recreation, Special Events, Culture and Tourism

Councillor W. Penney advised the committee met on October 22<sup>nd</sup>. The minutes were placed in Dropbox for Council.

She noted the following:

- There are many events planned for Harvest Festival.
- Bonfire night event is also scheduled.

➤ Correspondence was reviewed.

- Request to donate a commemorative bench was reviewed. This will be further reviewed by the committee in consultation with the donor.
- The town received a rating of 5 blooms in the Communities in Bloom competition with a special recognition for Youth Involvement in Conserving Local History.

Committee to review placement of signage of the award received.

Councillor W. Penney then presented the following motion.

**Motion 25-333**

**W. Penney / S. Penney**

*Resolved that the Town of Carbonear approve the amount of \$580.28 to be paid to the Carbonear Heritage Society, for 50% of the 2025 Museum sales revenue from the Rorke Store and Train Station Museums.*

Favour 7; Opposed 0; **Carried**

The EDTO reported to the committee on the following:

- Welcoming Communities Update
- Legendary Coast, request for office space
- Funding application for heritage digitization
- Upcoming events: Multiculturalism night Nov. 26,
- Remembrance Day partnership with elementary school for a display in the lobby, Town display at the pergola park
- Christmas events: accordion classes at the Train Station, Craft events, seniors gathering
- Christmas tree lighting and light parade, December 8<sup>th</sup>.

Committee has several ongoing items that require further discussion and consideration:

- Land acquisition of future recreation purposes
- Locomotive report
- Pedestrian Bridge connecting Davis Earle Trail to the Recreation Complex
- Fence, Quinn's Playground
- Accessible playground funding initiatives
- Strategic Plan items

c) Economic Development, Planning and Land Use Development

Councillor Dowden declared a conflict of interest on the application for 12 LeMarchant Street as this is for her property.

Deputy Mayor Earle presented the following motions as recommended by the committee:

**Motion 25-334**

**F. Earle / M. Seymour**

*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 vary the total floor area for an accessory building at 27 London Road from 81 m<sup>2</sup> to 120.4 m<sup>2</sup> conditional upon no objections to the discretionary notice; and further conditional upon the application*

- *being referred back to committee and council for further review if objections are received;*  
• *To operate a home-based business (local delivery services (food, etc.) from 54 Southside Lower Road, conditional upon the Home-Based Business Regulations; no objections or representations being received from the discretionary use advertisement; and the application being referred back to committee and council for further review if objections are received in response to the discretionary notice advertised.*  
Favour 7; Opposed 0; **Carried**

Councillor Dowden moved to the public gallery.

**Motion 25-335**

**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 operate a home-based business (monument cleaning, sales and repair service) from no fixed address with office from 12 Lemarchant Street, conditional upon the Home-Based Business Regulations; no objections or representations being received from the discretionary use advertisement; and the application being referred back to committee and council for further review if objections are received in response to the discretionary notice advertised.*

Favour 6; Opposed 0; **Carried**

Councillor Dowden returned to her seat at the Council table.

d) Administration and Finance

Councillor Snow advised the committee met on October 23.

He noted that the CAO reviewed the budget process with the committee.

He noted that union negotiations will soon commence as the town's unionized employee contract is up for renewal January 1, 2026.

The committee discussed the Municipal Assessment Agency call for board nominations. Deputy Mayor Earle has expressed an interest in serving on this board and would like to be nominated.

The following motions are recommended from the Finance Committee:

**Motion 25-336**

**P. Snow / A. Dowden**

*Resolved to purchase Nomex hoods and flashlights for the Fire Department from Fire House Service and Supply at a cost of \$4,686.25 including HST.*

Favour 7; Opposed 0; **Carried**

**Motion 25-337**

**P. Snow / S. Penney**

*Be It Resolved that the Town Council of Carbonear nominate Deputy Mayor Fred Earle as a candidate to serve on the Municipal Assessment Agency Board of Directors, as Urban Director and that the nomination form and required documentation be submitted to the Municipal Assessment Agency prior to November 6, 2025.*

Favour 7; Opposed 0; **Carried**

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

The CAO reviewed the following from her report with Council.

The report is for the revenue and expenditures received to September 30, 2025 at October 23, 2025. There may be invoices not received or posted to date and this must be considered when reviewing this report.

Revenue

**Taxes:** Budgeted Tax Revenue is \$6,131,865. Tax revenue levied is \$6,116,389. This is \$15,476 below tax revenue budgeted. There may be other adjustments throughout the year with supplementary assessments that will change this difference but the revenues are projected to be within budget at this time.

**Other Revenues-Own Sources:** Other revenues include goods and services revenue such as pool revenue and fire protection fees and other revenues from own sources such as permits, interest, library rental, etc. and those are recorded as they are received.

**Miscellaneous Revenue** includes revenues from grants and other revenue received for land sales, vehicle sales, rent, etc. Other Revenues is budgeted at \$712,038. \$617,559 has been collected.

There are no issues or concerns with revenues at this point.

Expenses

A table showing expenses by Department providing the Budget to Actual at September 30<sup>th</sup> is provided.

All departments are within budget to date.

If Councillors have any questions or require clarification on the Financial Report, please feel free to contact the CAO.

b) Director of Recreation reviewed the following from his report with Council.

Pool & Rec Maintenance

Seasonal staff are cluing up, still 2 on staff that will finish on November 7<sup>th</sup>.

All seasonal outdoor facilities will be closed as of November 7<sup>th</sup>.

Financial & Program Analysis

	<u>2025</u>	<u>2024</u>
Pool Revenue (less HST)	\$212,402.75	\$187,676.33
Lesson Registration	1,544	1,480
Pool Visitation	24,670	19,489

Programs & Grants

- Swimming Lesson Registration for Nov/Dec is Wednesday, Oct. 29<sup>th</sup>.
- Our November program schedule has been released. Our Open Gym, One Step Forward Program, and Tumbling Tots are restarting. More to come, stay tuned.
- Special Events Committee is meeting tomorrow night to finalize Bonfire Night for Wednesday, Nov. 7<sup>th</sup>. As well as discuss our Annual Tree Lighting on December 8<sup>th</sup>.
- Breakdown of Recreational Programming YTD (no change since last report)

Swimming Lessons

a. Adult Lessons	60	Participants (4 sessions)
b. Parent & Tot	88	Participants (5 sessions)
c. Pre-School	499	Participants (5 sessions)
d. Swimmer	891	Participants (5 sessions)
e. NLS Re-cert	4	Participants (1 Class)
f. Bronze Medallion	8	Participants (1 Class)

Open Gym	490	Participants (17 sessions)
One Step Forward	33	Participants (2 sessions)
Family Easter Egg Hunt	100	Participants
Paint Night	8	Participants (1 session)
<u>Summer Camp</u>	114	Participants
a. Get Air	42	Participants
b. Earle's Riding Horses	74	Participants
c. Lester's Farm	42	Participants

9. Finances

a) Operating Invoices over \$2,000.00 in the amount of..... \$ 32,570.54  
The list of invoices was reviewed for any conflicts.

**Motion 25-338**

**P. Snow / A. Dowden**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$32,570.54 as submitted to Council.  
Favour 7; Opposed 0; Carried*

b) Capital Invoices:

Grassey Lane Water Sewer Storm Upgrades

Cougar Engineering Ltd, Claim # 5..... \$10,038.47

Crossroads, Water, Sewer and Road Upgrades

Cougar Engineering & Construction Ltd, Claim # 2..... \$234,592.67

Beach Road Sewer Sizing

Shaw Ventures Company, Claim # 1..... \$210,889.53

Total Capital Invoices \$455.520.67

The list of capital invoices was reviewed for any conflicts.

**Motion 25-339**

**P. Snow / S. Penney**

*Resolved that the Town of Carbonear approve for payment the following capital invoices totaling \$455,520.67 as included on the agenda:*

Grassey Lane Water Sewer Storm Upgrades

Cougar Engineering Ltd, Claim # 5..... \$10,038.47

Crossroads, Water, Sewer and Road Upgrades

Cougar Engineering & Construction Ltd, Claim # 2..... \$234,592.67

Beach Road Sewer Sizing

Shaw Ventures Company, Claim # 1..... \$210,889.53

Favour 7; Opposed 0; Carried

10. Regulations

No regulations listed

11. Notices of Motions

No notices of motions were filed.

12. New Business

a) Fire Department Purchase

**Motion 25-340**

**P. Snow / F. Earle**

*Resolved to purchase 3 SCBA Rechargeable Batteries and MSA GI Mask for the Fire Department from K & D Pratt at a cost of \$2,376.88 including HST.*

Favour 7; Opposed 0; **Carried**

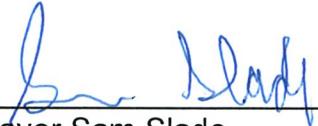
13. Adjournment

**Motion 25-341**

**A. Dowden / W. Penney**

*Resolved that the meeting adjourn at 6:08pm and that Council meet again for a Regular Council Meeting on Wednesday, November 12, 2025 at 5:30pm.*

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Mayor Sam Slade

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Cathy Somers,  
Town Clerk/Director of Financial Operations