

Town of Carbonear
Regular Council Meeting, December 9th, 2025
Minutes of a regular meeting of the Council of the Town of Carbonear held in
Council Chambers, December 9th, 2025 at 5:30pm

Members Present: Mayor Sam Slade
Deputy Mayor Fred Earle
Councillors Stephen Penney
Wendy Penney
Amanda Dowden
Peter Snow

Members Absent: Councillor Malcolm Seymour

Also Present: Chief Administrative Officer Cynthia Davis
Town Clerk / Director of Financial Operations Cathy Somers
Director of Operations & Public Works Ian Farrell
Economic Development & Tourism Officer Kerri Abbott

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 5:30 pm.
2. Approval of the Agenda for Regular Meeting, December 9, 2025
Motion 25-370 A. Dowden / W. Penney
Resolved to adopt the agenda of the December 9th, 2025 Regular Meeting of Council with the following additions:
Item 9b) Capital Invoice
Grassey Lane Water Sewer Storm Upgrades
Cougar Engineering, Claim #6.....\$47,573.80
Item 11a) New Business
Request for new sewer service at 149 Water Street
Favour 6; Opposed 0; **Carried**
3. Adoption of the minutes November 25th, 2025
Motion 25-371 S. Penney / P. Snow
Resolved to adopt the minutes of the November 25, 2025 Regular Meeting of Council as presented.
Favour 6; 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 # 11060-11069

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 25-372 F. Earle / W. Penney

Resolved to approve permits #11059 - 11069, 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 correspondence and action taken:

- a) Government NL
Department of Municipal and Community Affairs regarding Canada Community Building Fund allocation. Forwarded to Chief Administrative Officer and Town Clerk.
- b) Eastern Regional Service Board regarding Carbonear and area waste collection calendar for 2026. Printed copies of the full tri-folded brochure will be bulk mailed via Canada Post in December. Note: Back-to-back recycling days in first weeks of January means recycling days changed two-week cycle. Copied to Council and Staff and placed on social media and website.
- c) Property owner, Southside Lower Road, water diversion request. Forwarded to Public Works, Waste Management and Community Services committee.
- d) CBN Family Care Team and Seniors NL in partnership with Alzheimer Society of NL regarding Café of Memories, Otterbury School in Harbour Grace on Friday, December 12 from 1:30 to 3:30 pm. Copied to Council. Brochure placed in lobby.
- e) Landscape NL regarding nominations for LNL Awards. Nomination deadline January 15, 2026. Forwarded to Recreation, Special Events, Culture and Tourism committee
- f) Federation of Municipalities regarding membership renewal. Forwarded to Administration and Finance committee
- g) Kimberley Street, Request for support for Urban Director. Copied to Council.
- h) Brandon Hall, Request for support for Urban Director. Copied to Council.
- i) Municipalities NL invitation for virtual roundtable discussion, December 9

- on Multi Year Capital Works. Copied to the Chief Administrative Officer, Town Clerk and the Director of Operations and Public Works
- j) Inquiry about Heritage Locomotive and Community Revival Opportunity Forwarded to the Recreation, Special Events, Culture and Tourism committee
 - k) MMSB regarding 2026 Compost Bin Distribution Program Expression of Interest. Forwarded to Public Works, Waste Management and Community Services committee
 - l) Avalon Member of Parliament, request for information on Government Funding applications Forwarded to Chief Administrative Officer and the Economic Development and Tourism Officer
 - m) Service Canada regarding invitation Youth Series Connect and Discovery teams meetings. Forwarded to Chief Administrative Officer and the Economic Development and Tourism Officer
 - n) Community Foundation NL – Thank you for donation to the North Shore Fire Recovery Fund. Placed on file.
 - o) Municipalities NL – Get involved – Become a MNL Committee member. Forwarded to Council.
 - p) Autism Society NL request for donation to fund activities in the TCP area. Forwarded to the Administration and Finance committee
 - q) Workplace NL. Prime Audit Final Report. Copied to the Chief Administrative Officer and the Town Clerk. Placed on file.

7. Committee Reports

- a) Public Works, Waste Management & Community Services
Councillor Stephen Penney noted that Councillor Seymour could not attend this evening's meeting.
Councillor S. Penney advised the committee met on December 2nd. A copy of the minutes of that meeting and the MEO report has been placed in your dropbox. Any questions can be addressed to the committee.

Councillor S. Penney then presented the following motions:

Motion 25-376

S. Penney / F. Earle

Whereas a change order has been submitted for 17-GI-23-00047 Grasseys Lane Water, Sewer, and Storm Upgrades; and

Whereas the change order is to adjust the contract amount due to variations in unit price quantities; and

Whereas the consultant is recommending the Town approve the change order;

Be it resolved to approve Change Order #4 in the amount of \$15,412.82 including HST.

Favour 6; Opposed 0; **Carried**

Motion 25-377**S. Penney / A. Dowden**

Whereas the Town issued a limited call for consultant services to complete corrective work to Water Street Phase II, Part A that closed on 16 November 2025; and

Whereas the proposals received were found in good order, and the preferred proponent is WSP E&I Canada Limited;

Be it resolved to award a contract to WSP E&I Limited in the amount of \$36,033.41 including HST.

Favour 6; Opposed 0; **Carried**

b) Recreation, Special Events, Culture and Tourism

Councillor Wendy Penney advised the committee met on November 26th. The committee reviewed the following:

- Some maintenance projects planned for the pool facility in the new year.
- Consideration of keeping the garbage containers in the playgrounds during the winter.
- Reminder of the deadline of January 15th for the Tourism Excellence Awards if council would like to make a submission.
- Annual tree lighting and the Bring the Light parade is happening tonight as this was postponed from last night due to the snow storm.
- Locomotive Report was reviewed by the committee and the committee plans to meet with the Heritage Society in February to review the report with them and prepare a recommendation for Council in March, 2026.
- The committee is meeting again tomorrow.

Any questions on the committee minutes can be addressed to the committee.

c) Economic Development, Planning and Land Use Development

Deputy Mayor Earle advised that the committee met on December 4th and any questions on the minutes can be addressed to the chair.

Deputy Mayor Earle noted that year to date there has been \$9,040,000 in estimated development which includes: 14 new houses, 5 units, 13 new commercial businesses, and 10 new home-based businesses.

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

Motion 25-378**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 hair salon from the property of 46 Powell Drive, subject to receipt of appropriate approvals from the Department of Digital Government and Service NL;*

- *To operate a home-based business (Balloon and Event planning) from 141 Valley 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;*
- *To operate a home-based business (Electrical Service) from 4 Across the Doors, 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;*
- *to replace existing deck at 29 Highroad North in accordance with Section 10, Discretionary Powers of Council.*

Favour 6; Opposed 0; **Carried**

Motion 25-379

F. Earle / S. Penney

Whereas a permit was issued to construct a new dwelling at 18 English Hill conditional upon removal of the pre-existing dwelling and water and sewer services not being provided until the pre-existing dwelling was removed; and

Whereas the applicant did not complete demolition of the pre-existing dwelling in accordance with the conditions of the permit issued;

Be it resolved to send an order to demolish the pre-existing dwelling at 18 English Hill.

Favour 6; Opposed 0; **Carried**

Motion 25-380

F. Earle / A. Dowden

Resolved to refuse the application to construct an accessory building at 27 London Road since the proposed development exceeds the maximum lot coverage in the Residential Medium Density Zone.

Favour 6; Opposed 0; **Carried**

Motion 25-381

F. Earle / W. Penney

Resolved to provide municipal approval of the Crown Land application # 1043195 for commercial use of an existing commercial building.

Favour 6; Opposed 0; **Carried**

d) **Administration and Finance**

Councillor Snow noted that the committee met on November 27th.

Councillor Snow noted the following from the committee:

- The committee discussed the Canada Community Building Fund (CCBF) has funds available to the town and there are lots of capital projects that these funds can be used for. Council will need to

review the list of capital projects to determine which project they would like to use the funds to complete.

- The committee reviewed the current Travel Allowances for Councilors and Staff Policy. The rates in the policy are per the provincial government rates and are updated as the provincial government rates are updated. The per kilometre rate is updated on a monthly basis. No changes are recommended to the policy at this time.
- Some preliminary work has been done on the budget, with subsequent meetings and further work to be completed in December. The 2026 budget is due to be adopted by January 1, 2026. Committee discussed if the town offers any type of discount to tax payers. Currently the Town offers an Application for Interest Adjustment for property owners with a household family income of \$60,000 or less with conditions that need to be met to qualify for that interest adjustment.
- 2026 tax collection rates are 91.79% property tax collected and 89.17% water sewer tax collected.

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Operations and Public Works

The Director reviewed the following from his report with Council:

Infrastructure and Public Works

Expect more potholes this week if temperatures increase, and potentially more watermain leaks.

Facilities

Semi-annual building inspections nearly completed for 2025.

Capital Projects

Sanitary Sewer System and Effluent Treatment Study

The consultant had provided a write-up on inflow and infiltration for review.

Comprehensive Leak Detection Program

The contractor is completing the final field work and will then begin work on the report.

9. Finances

a) Operating Invoices over \$2,000.00 in the amount of..... \$51,058.08

Motion 25-373

P. Snow / S. Penney

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$51,058.08 as submitted to Council.

Favour 6; Opposed 0; **Carried**

b) Capital Invoices:

Powell Drive Street Storm Upgrading Phase 3

Meridian Engineering Inc, Invoice CC109102.....\$1,045.06

2025 Paving Program

WSP E & I Ltd, Invoice # 20322485.....\$9,078.92

Beach Road Sewer Sizing

Shaw Ventures Company Ltd Claim # 1.....\$166,554.36
WSP Engineering Invoice # 3103.....\$37,466.90
2022 Paving Program
Concord Paving, Claim #3.....\$79,771.92
Grassey Lane Water Sewer Storm Upgrades
Cougar Engineering, Claim #6.....\$47,573.80
Listing of streets included in 2025 Paving Program and 2022 Paving Program was provided to Council, so any conflict of interest could be identified.
Councillor Snow declared a conflict of interest on the 2025 Paving Program as he owns property on Newfoundland Drive.

Motion 25-374

P. Snow / W. Penney

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

Powell Drive Street Storm Upgrading Phase 3

Meridian Engineering Inc, Invoice CC109102.....\$1,045.06

Beach Road Sewer Sizing

Shaw Ventures Company Ltd Claim # 1.....\$166,554.36

WSP Engineering Invoice # 3103.....\$37,466.90

2022 Paving Program

Concord Paving, Claim #3.....\$79,771.92

Grassey Lane Water Sewer Storm Upgrades

Cougar Engineering, Claim #6.....\$47,573.80

Favour 6; Opposed 0; **Carried**

Councillor Snow moved to the public gallery.

Motion 25-375

S. Penney / W. Penney

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

2025 Paving Program

WSP E & I Ltd, Invoice # 20322485.....\$9,078.92

Favour 5; Opposed 0; **Carried**

Councillor Snow returned to his seat at the Council table.

10. Regulations
No regulations listed
11. Notices of Motions
No notices of motions were filed.

12. New Business

- a) Request for new sewer service at 149 Water Street

Motion 25-376

S. Penney / A. Dowden

Whereas the existing property of 149 Water Street has a failed sewer system and the property owner has requested a new sewer service line, and

Whereas the deadline for new services was November 15th;

Be It Resolved to approve the installation of a new sewer service line at the applicable fee, as this is being considered an emergency request.

Favour 6; Opposed 0; **Carried**

- b) Announcements

Mayor Slade congratulated the Ian Farrell, Director of Operations and Public Works on receiving the President's Award at the 57th Annual AGM of the Association of Engineering Technicians and Technologists of NL. This award is presented to individuals whose leadership and dedication made a lasting impact on the association

Mayor Slade attended the Handicapped Association Annual Christmas Party at the Carbonear Legion. The Carbonear Volunteer Fire Department members supplied and cooked the meal for those in attendance.

Mayor Slade brought greetings to those attending the 4A Volleyball tournament at Carbonear Collegiate.

Mayor Slade noted that tonight, the Annual Tree Lighting and Bring the Light Night Parade is happening. The parade will leave Bethany United Church at 6:45.

At 6:30 this evening, in the Princess Sheila NaGeira Theatre, the Special Events has organized the annual tree lighting. There will be entertainment with band music and choirs.

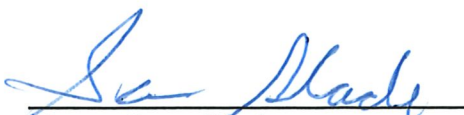
Then we will head over to the lighting of the Pergola Park, after the Light Parade arrives there.

13. Adjournment

Motion 25-377

F. Earle / P. Snow

Resolved that the meeting adjourn at 6:05 pm and that Council meet again for a Regular Council Meeting on Monday, December 22, 2025 at 4:30pm.


Mayor Sam Slade


Cathy Somers,
Town Clerk/Director of Financial Operations