

Town of Carbonear
Regular Council Meeting, January 13, 2026
Minutes of a regular meeting of the Council of the Town of Carbonear held in
Council Chambers, January 13, 2026 at 5:30pm

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

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, January 13th, 2026
Motion 26-001 **P. Snow / W. Penney**
Resolved to adopt the agenda of the January 13th, 2026 Regular Meeting of Council as presented to Council.
Favour 7; Opposed 0; **Carried**
3. a) Adoption of the Minutes of the December 22nd, 2025 Regular Council Meeting.
Motion 26-002 **F. Earle / A. Dowden**
Resolved to adopt the minutes of the December 22, 2025 Regular Meeting of Council as presented.
Favour 7; Opposed 0; **Carried**
b) Adoption of the Minutes of the December 30th, 2025 Special Council Meeting.
Motion 26-003 **W. Penney / S. Penney**
Resolved to adopt the minutes of the December 30, 2025 Special 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 # 11079-11083

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 26-004

F. Earle / A. Dowden

Resolved to approve permits #11079 - 11083, 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

a) Department of Transportation & Infrastructure

RE: Garlands Lane Water Sewer Storm Upgrading funding approval notification. Draft Motion required.

Motion 26-005

P. Snow / S. Penney

Be It Resolved that, we the Ultimate Recipient, Town of Carbonear accept cost-shared funding as outlined in the Department of Transportation and Infrastructure project approval letter dated the 22nd day of December, 2025, Project number 17-CHIF-26-00023, for Garland's Lane Water Sewer Storm Upgrading with a total project value of \$1,245,027. The Town of Carbonear Council agrees to provide the Ultimate Recipient share value of \$225,806 in funding for this project and authorizes the Mayor and Town Clerk to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Carbonear.

Favour 7; Opposed 0; **Carried**

6.3 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Government NL

- Department of Municipal and Community Affairs - Reminder Mandatory Orientation Training. Copied to Council
- Department of Justice and Public Safety regarding fire skid units and wildland coveralls. Copied to the Fire Department
- Department of Justice and Public Safety regarding retirement of the current Fire Commissioner / Director of Fire Services. Forwarded to Administrative Staff and the Fire Department.
- Department of Municipal and Community Affairs regarding Tourism Accommodation Tax. Forwarded to Administration and Finance committee

b) Landscape NL Special Recognition Awards Application 2025

Forwarded to the Recreation, Special Events, Culture and Tourism committee.

c) Statistics Canada – Centre for Health Data Integration and Direct Measure regarding Canada's Canadian Health Measure Survey. Forwarded to the Chief Administrative Officer

d) Property owner Southside Lower Road regarding water on road. Forwarded to Public Works, Waste Management and Community Services committee.

e) Concern with tire damage from pothole on Columbus Drive. Forwarded to Public Works, Waste Management and Community Service committee.

- f) Concern with roaming dog on Water Street. Forwarded to Public Works, Waste Management and Community Service committee.
- g) Property owner, Freshwater Road regarding snow clearing damage claim. Forwarded to Public Works, Waste Management and Community Service committee.
- h) FireSmart Provincial Liaison, Gov NL regarding Wildlife Community Preparedness Day Award in the amount of \$500. Forwarded to the Chief Administrative Officer and the Fire Chief.
- i) Property owner, Valley Road regarding snow clearing operations. 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 January 6th.
Councillor Seymour thanked Councillor Stephen Penney and Councillor Dowden for taking care of the meeting as he was not able to attend.
Councillor Seymour noted the MEO reported at the meeting.
If council has any questions relating to the meeting, the committee can address those questions.

Councillor Seymour presented the following motion as recommended by the committee:

Motion 26-006

M. Seymour / P. Snow

Resolved to contract RPM Rebuilt Pumps & Motors to repair pump and motor for the heating system at the Princess Sheila NaGeira Theatre at the estimated cost of \$2,015.01 plus shipping and HST.

Favour 7; Opposed 0; **Carried**

The CAO advised that she authorized emergency repairs to the Lift Station at Pike's Lane. This work commenced under the emergency authority of the CAO. She asked the Director of Operations and Public Works to provide further info on the repairs necessary. The Director advised a crew was contracted to divert the flow, so that the well can be cleaned out. This crew should be here sometime next week to complete the work required. Councillor Snow asked if this is a re-occurring problem and if we need a maintenance schedule to prevent this from happening again in the future. The Director Operations and Public Works advised he is working on that now.

Mayor Slade advised that the CAO contacted him when this emergency situation took place.

- b) Economic Development, Planning and Land Use Development
Deputy Mayor Earle advised the committee met on January 8th.
Deputy Mayor Earle noted the following:
 - Committee meetings are open to the public. If anyone wishes to speak on a matter at a committee meeting, a written request should be submitted to council 48 hours before the scheduled meeting.
 - Progress has been made on processing permits, new permit applications are being processed in a timely manner
 - Our 2nd business meeting will be on Thursday, January 15 at 6:30pm

All businesses are encouraged to attend.

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

Councillor Penney noted that he felt he could be bias on the matter of 27A Mahaney's Lane, as it is a neighbor of his.

Councillor Penney declared a conflict of interest and moved to the public gallery.

Motion 26-007

F. Earle / A. Dowden

Resolved to refuse the application to construct a new dwelling at 27A Mahaney's Lane as the development is not in compliance with the Town of Carbonear Development Regulations as the proposed dwelling does not have frontage on a town street.

Favour 6; Opposed 0; **Carried**

Councillor Penney returned to his seat at the Council table.

Motion 26-008

F. Earle / S. Penney

Resolved to refuse the application to develop property off Irishtown Road using a right of way to the property as the development is not in compliance with the Town of Carbonear Development Regulations including not having sufficient frontage on a town street.

Favour 7; Opposed 0; **Carried**

Deputy Mayor Earle noted that staff are working with applicants to assist with suggestions for changes to their applications that would bring it in compliance with the Municipal Plan and Development Regulations.

Motion 26-009

F. Earle / W. Penney

Resolved to send an order to property 73 Water Street for development completed contrary to the permit issued and the Town of Carbonear Municipal Plan and Development Regulations.

Favour 7; Opposed 0; **Carried**

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

The CAO noted the following from her report to Council.

A copy of her report was previously provided to Council.

For the fiscal year ended December 31, 2025 the tax revenue budgeted was \$6,131,865 and the tax revenue levied was 6,135,913.

In regards to the expenses, most departments are on target. Any funds not spent on specific items have been carried forward and included in the 2026 budget.

If council has any questions, they can address their questions to the CAO.

b) Director of Operations and Public Works

Director of Operations and Public Works noted the following from his report to Council:

Infrastructure and Public Works

The Town is planning to put out a notice to residents that public works staff will pick up branches this coming Friday. Residents wishing to have

branches picked up will have to contact the office to register. The branches will have to be bundled and tied, and placed curbside. Complete details will be sent out via social media and Carbonear Connect.

Capital Projects

- Sanitary Sewer System and Effluent Treatment Study
Consultant has provided draft report for review. Distributed to committee.
- ICIP Screenhouse and Chlorine Building Upgrades
Meeting today to discuss estimates and Issued for Review drawings with consultant.
Items to be relayed to committee at next meeting.
- Water Street Phase 3
Issued for Review Drawing Set received just before Christmas. He noted he has reviewed them and will discuss his review notes with the Prime Consultant when he meets with him next week.
- Comprehensive Leak Detection Program
Final report received and will go to committee next week.
- Repairs to Water Street Phase 2
PCA fully executed and held kick off meeting today. Prime Consultant should be out some time next week to review and get this going.

Mayor Slade asked if we incurred any damages from the wind last night. The Director of Operations and Public Works advised our staff were working until 10pm. There were some trees down, but they have been removed. Some garbage containers needed to be put back in place. Deputy Mayor Earle, noted that if anyone knows of any downed lines, they can be reported directly to NL Power. NL Power website also provides information on any power outages. The CAO also noted that you can go on NL Power's website and if there are any street lights out, you can report them directly to NL Power on their website.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of.....\$570,345.30
Motion 26-010 P. Snow / W. Penney
Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$570,345.30 as submitted to Council.
Favour 7; Opposed 0; **Carried**
- b) Capital Invoices:
Water Street Phase III
WSP Engineering Invoice # 20337521.....\$14,525.94
WSP Engineering Invoice # 20337522.....\$4,268.80
LeMarchant Street Extension
WSP Engineering Invoice # 20324989.....\$22,510.39
2024 Paving Program
WSP Engineering Invoice # 20337520..... \$6,934.50
2025 Paving Program
WSP Engineering Invoice # 20336818.....\$4,426.74
The list of Capital Invoices was reviewed for possible conflicts of interest.

Deputy Mayor Earle declared a conflict of interest on the Water Street Phase 3 project as his sister owns a property on Water Street in that project area. Councillor Dowden declared a conflict of interest on Water Street Phase 3 as she feels she would be bias on the project as it relates to the property of 1 Bond Street as it also fronts on Water Street.

The list of capital invoices was reviewed for any conflicts.

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

Councillor Snow declared a conflict of interest on the 2025 Paving Program as he owns property on Newfoundland Drive and his son owns property on the corner of Quarters Lane and Water Street.

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.

Deputy Mayor Earle and Councillor Dowden moved to the public gallery for the vote on the Water Street Phase III project.

Motion 26-011

P. Snow / S. Penney

Resolved that the Town of Carbonear approve for payment the following list of capital invoices:

Water Street Phase III

WSP Engineering Invoice # 20337521.....\$14,525.94

WSP Engineering Invoice # 20337522.....\$4,268.80

Favour 5; Opposed 0; Carried

Deputy Mayor Earle and Councillor Dowden returned to their seats at the Council table.

Motion 26-012

P. Snow / W. Penney

LeMarchant Street Extension

WSP Engineering Invoice # 20324989.....\$22,510.39

Favour 7; Opposed 0; **Carried**

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

Motion 26-013

P. Snow / W. Penney

Resolved that the Town of Carbonear approve for payment the following list of capital invoices:

2024 Paving Program

WSP Engineering Invoice # 20337520..... \$6,934.50

Favour 6; Opposed 0; **Carried**

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

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 26-014

W. Penney / S. Penney

Resolved that the Town of Carbonear approve for payment the following list of

capital invoices:

2025 Paving Program

WSP Engineering Invoice # 20336818..... \$4,426.74

Favour 4; Opposed 0; **Carried**

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

10. Regulations

None listed

11. Notices of Motion

No notices of motions were filed.

12. New Business

Mayor Slade requested that residents adopt a hydrant if there is one in front of your home and keep that hydrant clear of snow where possible.

13. Adjournment


Motion 26-015

A. Dowden / W. Penney

Resolved that the meeting adjourn at 6:05 pm and that Council meet again for a Regular Council Meeting on Tuesday, January 27, 2026 at 5:30pm.



Mayor Sam Slade



Cathy Somers,
Town Clerk/Director of Financial Operations