

**Town of Carbonear**  
**Regular Council Meeting, July 21, 2026**  
Minutes of a regular meeting of the Council of the Town of Carbonear held in  
Council Chambers, July 21, 2026 at 5:30 pm

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

**Also Present:** CAO/ Director of Financial Operations Cathy Somers  
Town Clerk Christa-Lee Earle-Baker  
EDTO Kerri Abbott  
**Absent:** Councillor Malcolm Seymour

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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 5:30 pm.
  2. Approval of the Agenda for Regular Meeting, July 21<sup>th</sup>, 2026  
**Motion 26-193 A. Dowden / F. Earle**  
*Resolved to adopt the agenda of the July 21<sup>th</sup>, 2026 Regular Meeting of Council as presented to Council.*  
Favour 6; Opposed 0; **Carried**
  3. Adoption of the Minutes  
a) June 24<sup>th</sup>, 2026 Regular Council Meeting.  
**Motion 26-194 S. Penney / P. Snow**  
*Resolved to adopt the minutes of the June 24<sup>th</sup>, 2026 Regular Meeting of Council as presented.*  
Favour 6; Opposed 0; **Carried**
  4. Business Arising from Minutes  
Councillor S. Penney asked about the time line for Clean Up Orders to be delivered to properties. The previous order has been sent to the Towns lawyer so he can make the changes required under the Urban and Rural Planning Act. The CAO advised that the Towns lawyer has reviewed the Urban and Rural Planning Act and we should expect the updated order soon.  
Deputy Mayor Earle raised the issue of untidy properties. The untidy properties are causing issues for neighbours and Deputy Mayor Earle sympathizes and understands the frustration. Mayor Slade advised that the Town will help protect the community. CAO will reach out to the Towns lawyer again tomorrow as several properties that are in need of clean up orders.

5. Proclamations / Presentations / Delegations

6. Permits and Correspondence

-Development Application – 33 Pike's Lane, change of use to add subsidiary apartment and request for separate electrical service.

Deputy Mayor Earle advised that due to the fact that there is a substantial amount of time between meetings as Council is on their summer meeting schedule, he wanted to bring this application forward.

**Motion 26-195**

**F.Earle / A. Dowden**

*Resolved to approve the change of use to add a subsidiary apartment and separate electrical service at 33 Pike's Lane in accordance with the Town of Carbonear Municipal Plan and Development Regulations. Favour 6;*

*Opposed 0; **Carried***

6.1 Permit Listing # 11228-11254

Deputy Mayor Earle asked council to review the list of permits for any possible conflicts.

Councillor S. Penney declared a conflict of interest on permit #11238 as this is his property.

**Motion 26-196**

**F. Earle / P. Snow**

Resolved to approve permits # 11205 - 11227, excluding 11238, 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**

*Councillor S. Penney moved to the public gallery.*

**Motion 26-197**

**F. Earle / W. Penney**

Resolved to approve permit # 11238 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**

*Councillor S. Penney returned to his seat at the council table.*

6.2 Correspondence, requiring Council's decision No correspondence

6.3 Correspondence received and action taken:

a) Government of NL

- Department to Municipal and Community Affairs, Appeal – 14 Soper Ave Forwarded to CAO and Economic Development, Planning and Land Use Development Committee
- Department of Environment, Conservation and Climate Change – Project Registered: EA 2423 – Crown Zone 1 Five-Year Foresty Operating Plan

- (2027-2031). Forwarded to CAO and Economic Development, Planning and Land Use Development Committee
- ATIPPA Statutory Review – Invitation for Written Submission Forwarded to CAO and placed on file.
- Department of Health and Community Services, Water Analysis Report Forwarded to CAO and placed on file.
- Government of Canada
- Minister of House and Infrastructure – Approval in principle for funding for project ATF-2857. Forwarded to CAO and Council.
- b) Resident Concern, Waste Recovery Facility. Forwarded to CAO and Public Works, Waste Management and Community Services Committee.
- c) Resident Inquiry, Water Connection, Mount Royal Estates. Forwarded to CAO and Public Works, Waste Management and Community Services Committee.
- d) Food Producers forum – Re: Hosting a food skills workshop. Forwarded to CAO, EDTO and Recreation, Special Events, Culture and Tourism Committee.
- e) Request to waive fees for Provincial Softball Tournament. Forwarded to CAO and Administration and Finance Committee.
- f) Resident Concern – Business Accessibility. Forwarded to CAO and Economic Development, Planning and Land Use Development Committee.

## 7. Committee Reports

### a) Administration and Finance

Councillor Snow reviewed items from the committee meeting on July 9<sup>th</sup>:

- Habitat for Humanity presented to the committee at the meeting. Councillor Snow advised that it was a great presentation and that the Town is looking forward to working with them.
- Exit surveys are very important when there is a change in personnel and it was discussed that the Town should implement Exit Surveys when personnel change.
- Development Regulation changes were discussed to help with noncompliance issues. Staff are working with the Planner and both Council and staff are working hard on this issue. There are no motions to bring forward at this time

Councillor Dowden asked about the financial audit. A date to commence the audit is set for late August. The CAO advised that as several positions in the office had to be filled, not everything is ready. The Town is not penalized for not having the audit complete by the June 1<sup>st</sup> deadline. Deputy Mayor Earle asked is staff contacted Municipal Affairs to notify them.

### b) Recreation, Special Events, Culture and Tourism

Councillor W. Penney reviewed items from the committee meeting on June 24:

- Tree removal has taken place at the War Memorial
- Maintenance is ongoing at the pool

- Canada Day Celebrations were very successful
- Planters have been placed around Town
- Adding new members to the Special Events Committee as they are always in need of volunteers

Mayor Slade noted the Communities in Bloom Judges had a very successful visit. They were taken cod jigging and had a great time. He thanked the EDTO and Council for a successful visit and wishes the judges all the best. Deputy Mayor Earle asked about an update on the train. Councillor Dowden noted that the Town has been discussing the safety issues regarding the train for years. Mayor Slade is also looking for clarification about surrounding the train for safety reasons.

Councillor W. Penney presented the following motions as recommended by committee:

*Councillor Dowden left the table*

**Motion 26-198**

**W. Penney / M. Seymour**

*Whereas the Special Events Committee has requested Council approval to appoint a new member to the Carbonear Special Events Committee, Be It Resolved to appoint Amanda Dowden and Keith Coombs to the Carbonear Special Events Committee in accordance with the Special Events Committee Mandate and Objections and conditional upon receipt of a satisfactory certificate of conduct / vulnerable sector check.*

Favour 6; Opposed 0; **Carried**

*Councillor Dowden returned to her seat at the table*

**Motion 26-199**

**W. Penney / F. Earle**

*Resolved to contract Cole Air Contracting to Supply and Install 4 Ton heat pump, upgrade duct work, and remove existing oil tank and furnace, at the estimated cost of \$31,602.58 HST included.*

Favour 6; Opposed 0; **Carried**

**Motion 26-200**

**W. Penney / P. Snow**

*Whereas the Special Events Committee has requested Council approval to appoint a new member to the Carbonear Special Events Committee, Be It Resolved to appoint Roxanne O'Driscoll and Lisa Stone to the Carbonear Special Events Committee in accordance with the Special Events Committee Mandate and Objections and conditional upon receipt of a satisfactory certificate of conduct / vulnerable sector check. Favour 6; Opposed 0; **Carried***

c) Public Works, Waste Management & Community Services

- Councillor S. Penney presented the report as Councillor Setmour was absent. Councillor S. Penney reviewed items from the committee meeting on July 7:
- MEO provided his report to committee.
- Signage was reviewed for Furey's Lane and Director of Operations and Public Works is investigating.
- Property on London Road was discussed
- Cross walk lights/amber lights are being ordered for Highroad South. A motion will be coming forward tonight.
- A tree assessment was completed on a number of trees in the Crockers Cove area.
- Traffic data logger is place on Valley Road. Data will be collected and analyzed so it can be moved to a new location.

Councillor Stephen Penney presented the following motions as recommended by the committee:

**Motion 26-201**

**S. Penney / A. Dowden**

*Resolved to purchase 2 AB Series Activated Beacons: Dual Amber RRFB Lightbars with 1 Tell Tale LED, 40W Solar Engine and accessories as a cost of no more than \$12,293.50 from Construction Signs Ltd.*

Favour 6; Opposed 0; **Carried**

**Motion 26-202**

**S. Penney / W. Penney**

*Resolved that the Town of Carbonear purchase a new John Deere 624P loader through Canoe Procurement, supplied through Brandt Tractor for the sum of \$512,200 + HST including additional 7 year warranty, less trade in value of \$40,000 which results in a net cost of \$472,200 + HST*

Favour 6; Opposed 0; **Carried**

**Motion 26-203**

**S. Penney / F. Earle**

*Resolved that the Town of Carbonear submit a request to the Department of Muncipal Affairs for an approval to borrow to finance the purchase of a John Deere 624P loader for the Public Works Department in the amount of \$441,856.42 (net of HST rebate) from Scotiabank at a rate of prime +0.25% for a term of 5 years and an amortization period of 10 years*

Favour 6; Opposed 0; **Carried**

**Motion 26-204**

**S. Penney / P. Snow**

*Resolved to award the contract for the Community Wildfire Resiliency Plan (CWRP) to Tract Consulting in the amount of \$37,500 (includes expenses) plus HST.*

Favour 6; Opposed 0; **Carried**

**Motion 26-205****S. Penney / F. Earle**

*Whereas the Town received a request to provide water services to the property of 9-11 Mount Royal Estates,  
Be it resolved to invoice the property the amount of \$2000 to service the property with a new water line as per the Town's Schedule of Municipal Fees.*

*Favour 6; Opposed 0; **Carried***

Council would like to have access to the Towns Work Order System to track requests that are entered in the system. Staff will reach out to software provider to work on allowing council access. Deputy Mayor Earle thanked the Committee for working through the issues and he sent his appreciation for have the signage issues on Furey's Lane resolved. Some discussion was had about the replacement of equipment. The CAO advised that the equipment was due to be replaced this year in the budget and it in within the time frame for replacement. There was also a mention of a business owner who inquired about a standpipe outside business. Staff will investigate.

**d) Economic Development, Planning and Land Use Development**

Deputy Mayor Earle advised the committee met on July 14<sup>th</sup> and reviewed items from the committee meeting:

- The Town has \$2.4 million in projected work based on the latest permit listing presented to committee.
- Committee and staff are working though the permits received. - 3 delegations attended the committee meeting on two different issues.
- Staff working with Planner on amendments to development regulations but this is a timely process and will update residents. - EDTO is planning a permitting information session on August 5<sup>th</sup> on how to make the permit
- Communities in Bloom visit went well.
- Garfield Forward Memorial event was well attended
- Community BBQ during the Communities in Bloom Judges visit was a successful event

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

**Motion 26-206****F. Earle / W. Penney**

*Resolved to refuse the application to construct an extension to the rear of the dwelling at 9 Bemister's Hill as the extension does not meet the rearyard requirements in the development regulations in the Town of Carbonear Municipal Plan and Development Regulations. Favour 6; Opposed 0; **Carried***

**Motion 26-207****F. Earle / S. Penney**

*Resolved to approve the application for separate electrical service for subsidiary apartment at 41 Highroad South.*

Favour 6; Opposed 0; **Carried**

**Motion 26-208****F. Earle / S. Penney**

*Resolved to approve the variance requested to the sideyard measurement from 1.5m to 1.39m at property situate 47 Irishtown Road conditional upon there being no objections to the variance distributed to properties in the vicinity of 47 Irishtown Road and if objections are received, the application will be referred back to council for further review.*

Favour 6; Opposed 0; **Carried**

**Motion 26-209****F. Earle / W. Penney**

*Resolved to approve the variance requested to the sideyard measurement from 1.5m to 1.39m at property situate 28 Earle's Lane conditional upon there being no objections to the variance distributed to properties in the vicinity of 28 Earle's Lane and if objections are received, the application will be referred back to council for further review.*

Favour 6; Opposed 0; **Carried**

**8. Reports of Chief Administrative Officer and Department Heads****a) Director of Recreation**

The Director of Recreation presented his report to Council.

***Pool & Rec Maintenance***

1.) MP Room Maintenance a. Ceiling Tile Replacement – Has been awarded. Waiting on material delivery. Will work with us to ensure duct work for heat pump is installed first.

**b. Heat Pump Installation**

*Resolved to contract Cole Air Contracting to Supply and Install 4 Ton heat pump, upgrade duct work, and remove existing oil tank and furnace, at the estimated cost of \$31,602.58 HST included.*

2.) Regular maintenance of parks, trails and sports complex continues.

3.) Planters and Hanging Baskets and flower beds have been planted. Maintenance of these items have been ongoing, along with some tree and shrub pruning.

### ***Financial & Program Analysis***

|                             | <u>2026</u>   | <u>2025</u>   |
|-----------------------------|---------------|---------------|
| 1.) Pool Revenue (less HST) | \$ 152,065.22 | \$ 155,020.69 |
| 2.) Lesson Registration     | 1093 (151)    | 1180 (181)    |
| 3.) Pool Visitation         | 16,023        | 15,245        |

### ***Programs & Grants***

1.) Summer Camp is into its third week and has been going well. Children are enjoying the weekly activities. For special event Friday's the group have been visitors of Carbonear's museums, visited Lester's Farms and heading to Get Air this coming Friday.

2.) The tackle football season is getting close to beginning their season. Will start their weekly practices in August.

3.) Fight & Rock event at Paddy's Garden went extremely well. Great event held by Slade's Boxing and Boxing NL. Discussions have been started about potential future events.

4.) Mens U23 Fastpitch Provincials were held here in Carbonear this past weekend. Four teams participated in a round robin and playoff event, with the Host Team (Carbonear Advance Auto) winning the provincial championship.

5.) The second intake of Summer Swim Lesson Registration begins is Friday, July 24th

Councillor W. Penney brought up a concern regarding a field rental and miscommunication about the keys to access the washrooms. The issue was quickly rectified by staff. Deputy Mayor Earle noted several deficiencies at Recreation Facilities. The Director is aware and staff are working through them. There was also a large amount of fish dumped in the brook on Nell's Trail. Deputy Mayor Earle suggested placing trail cameras in the area. Mayor Slade noted that dumping in ponds and other bodies of water is unacceptable.

#### **9. Finances**

- a) Operating Invoices over \$2,000.00 in the amount of.....\$200,483.16  
**Motion 26-210 P. Snow / A. Dowden**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$200,483.16 as submitted to Council.*

Favour 6; Opposed 0; **Carried**

- b) Capital Invoices

Garland's Lane Water Sewer Storm Upgrading CC26CER014

Meridian Engineering Inc. Invoice #CC109475.....\$2,902.60

**Motion 26-211** **P. Snow / W. Penney**

*Resolved that the Town of Carbonear approve for payment the Capital Invoice in the amount of \$2,902.60 as submitted to Council.*

Favour 6; Opposed 0; **Carried**

LeMarchant Street Extension – Water Sewer Storm Road Upgrades  
Dexter Construction Claim #3.....\$228,422.99

Council suggests further discussion to be had on this invoice.

The CAO brought forward two motions for the hiring of new employees:

**Motion 26-212**

**P. Snow / S. Penney**

Be it Resolved to appoint the preferred candidate as chosen by Council, Jeffrey Pye, to the position of Director of Operations and Public Works with a one year probationary period. Favour 6; Opposed 0; **Carried**

**Motion 26-213**

**P.Snow / W. Penney**

Be it Resolved to appoint the preferred candidate as chosen by Council, Mackenzie Penney, to the position of Director of Financial Operations with a six month probationary period.

Favour 6; Opposed 0; **Carried**

10. Regulations  
None listed.

11. Notices of Motion  
No notices of motions were filed.

12. New Business

a) Appointment of New Chair, Public Works, Waste Management and Community Services Committee

The CAO advised that Councillor Seymour has resigned as the Chair of the Public Works, Waste Management and Community Services Committee. A motion is required for a appoint a new Chair to the Committee.

**Motion 26-214**

**A. Dowden / F. Earle**

Whereas Councillor Malcolm Seymour has resigned as Chair of the Public Works, Waste Management and Community Services Committee;

Be it Resolved to appoint Stephen Penney as the new Chair of the Public Works, Waste Management and Community Services committee effective July 21, 2026.

Favour 6; Opposed 0; **Carried**

Councillor Dowden spoke to Council regarding the appointment of a new Chair to the committee. She sits on the committee and was very hurt that she did not know that this motion was coming forward at the

meeting. Mayor Slade advised he was aware of Councillor Seymours request but he was hoping he would change his mind. Councillor W. Penney thanked Councillor Seymour for all his work on the committee and congratulated Councilor S. Penney on his appointment as Chair and noted that communication is key. The CAO thanked council and staff for all their hard work.

13. Adjournment

**Motion 26-215**

**S. Penney / W. Penney**

*Resolved that the meeting adjourn at 6:40 pm and that Council meet again for a Regular Council Meeting on Tuesday, August 14, 2026 at 5:30pm.*

Favour 6; Opposed 0; **Carried**

  
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Mayor Sam Slade

  
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Christa-Lee Earle-Baker  
Town Clerk