Town of Carbonear
Regular Council Meeting, September 9, 2026

Minutes of a regular meeting of the Council of the Town of Carbonear held in Council Chambers, September 9, 2026 at 5:30 pm

Members Present:	Mayor	Sam Slade
	Councillors	Stephen Penney
		Wendy Penney
		Amanda Dowden
		Malcolm Seymour
Also Present:	CAO	Cathy Somers
	Town Clerk	Christa-Lee Earle-Baker
	EDTO	Kerri Abbott
	Director of Recreation	Rob Button
	Director of Operations and Public Works	Jeff Pye
Absent:	Deputy Mayor	Fred Earle
	Councillor	Peter Snow

---

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, September 9, 2026
   Motion 26-230 **W. Penney / S. Penney**
   Resolved to adopt the agenda of the September 9, 2026 Regular Meeting of Council as presented to Council.
   Favour 5; Opposed 0; **Carried**

3. Adoption of the Minutes
   a) August 18, 2026 Regular Council Meeting.
      Motion 26-231 **A. Dowden / S. Penney**
      Resolved to adopt the minutes of the August 18, 2026 Regular Meeting of Council as presented.
      Favour 5; Opposed 0; **Carried**

4. Business Arising from Minutes
   None at this time.

5. Proclamations / Presentations / Delegations

6. Permits and Correspondence

6.1 Permit Listing # 11306-11347

Councillor Seymour declared conflict of interest on permit # 11316 as this property is in his neighbourhood.

Motion 26-232 **A. Dowden / S. Penney**

Resolved to approve permits # 11306-11347,excluding permit # 11316 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 5; Opposed 0; **Carried**

Councillor Seymour left the council table
Motion 26-233 **A. Dowden / S . Penney**
Resolved to approve permit # 11316 as per the applications received and conditional upon the work being completed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.
Favour 4; Opposed 0; **Carried**

Councillor Seymour returned to his seat at the council table.

6.2 Correspondence, requiring Council's decision

a) Provincial Funding for Municipalities Operating Regional Recreation Facilities.

Mayor Slade advised that the municipalities of Carbonear, Harbour Grace and Bay Roberts are working together to lobby government to help with funding for regional facilities. The three towns will be bringing forward a motion to begin the process.

Councillor W. Penney brought forward the motion on behalf of council:

Motion 26-234 **W. Penney / S. Penney**
WHEREAS municipalities throughout Newfoundland and Labrador own and operate recreational facilities, including arenas, swimming pools, arts and culture centres, civic centres, and other facilities, that serve residents from across multiple municipalities, unincorporated areas, and the broader region;
AND WHEREAS the municipalities that own and operate these regional recreational facilities bear significant costs associated with their operation, maintenance, staffing, and long-term capital requirements;
AND WHEREAS these facilities provide important recreational, social, health, and community benefits to residents throughout their respective regions, including residents of neighbouring municipalities and unincorporated areas that may not contribute directly toward the costs of operating these facilities;
THEREFORE BE IT SO RESOLVED that Municipalities Newfoundland and Labrador lobby the Government of Newfoundland and Labrador to establish a dedicated provincial funding program for municipalities that own and operate recreational facilities serving a regional population;
AND BE IT FURTHER RESOLVED that the Province establish clear eligibility and funding criteria that recognize factors such as regional usage, population served, operating costs, and the financial contribution of the host

municipality, with funding available to help offset the costs associated with providing these regional recreational services.
Favour 5; Opposed 0; **Carried**

Councillors applauded the effort and agreed it was nice to see communities working together. They also thanked the Mayor for spear heading this initiative.

6.3 Correspondence received and action taken:

a) Government NL

-Department of Forestry, Agriculture and Land – Fire Prevention Week 2026 Forwarded to CAO and Public Works , Waste Management and Community Services.

-Department of Forestry, Agriculture and Lands -2025 CBN Wildfire Damaged Equipment Replacement Funding. Forwarded to CAO and Public Works, Waste Management and Community Services.

-Department of Transportation and Infrastructure – Invitation to provide feedback on Canada's Housing Finance Tools. Forwarded to CAO and Administration and Finance Committee.

b) Resident Inquiry – Infrastructure Extension, Bunker Hill. Forwarded to CAO and Public Works, Waste Management and Community Services Committee.

c) Resident Inquiry – Roaming Dog. Forwarded to CAO and Public Works, Waste Management and Community Services Committee.

d) Inquiry – TC Square. Forwarded to CAO and Public Works, Waste Management and Community Services Committee.

e) ERSB Inquiry – Park Ave Signage. Forwarded to CAO and Public Works, Waste Management and Community Services Committee.

f) Resident Inquiry- Representation received for Variance- 103 Forest Road. Forwarded to CAO and Economic Development, Planning and Land Use Development

g) Municipalities NL – Call for nominations : MNL Board of Directors. Forwarded to CAO and Council.

h) Municipalities NL – 2026 MNL Conference, Trade Show and AGM. Forwarded to CAO and Council.

i)Princess Sheila NaGeira Theatre – Operating Grant Request. Forwarded to CAO and Administration and Finance Committee.

j) Trinity Conception Placentia Health Foundation – Donation request. Forwarded to CAO and Administration and Finance Committee.

k) Sam Jeffers Memorial Ride – Forwarded to Council and Staff.

Councillor Seymour asked for clarification regarding the correspondence regarding Bunker Hill.

The Mayor left his seat at the table as he felt he was in conflict as he owns property in the area.

The CAO advised that the correspondence was in regards to extending the water

and sewer services to the unserviced area at the top of Bunker Hill. It was noted that the Town has no projects scheduled to extend the services and if the services were to be extended, the cost would be the responsibility of the property owner.
The Mayor returned to his seat at the table.

Councillor W Penney asked for more information regarding the Sam Jeffers Memorial Ride. It was noted that the ride will take place on Saturday, September 18th with more information to follow from the organizers. It was suggested that the Town should open the Conception Bay Regional Community Centre so the participants have access to the building after their ride from St. John's.

7. Committee Reports

a) Administration and Finance

Councillor S. Penney reviewed items from the committee meeting on August 27 in Councillor Snows absence:

- The Committee welcomed the new Director of Financial Operations at their committee meeting
- The CAO reported that 2026 tax collections to date are as follows:
- Property Tax: 85.51%, an increase from 83.45% reported at the last meeting.
- Water/Sewer Tax: 80.53%, an increase from 78.48%.
- Business Tax: 90.12%, an increase from 89.47%.
- By-laws and Notice of Tax Arrears was discussed
- Financial Audit will begin the second week of September
- Clerk I position remains to be filled. No interviews have been set as of yet.
- Discussion to be had regarding Fox Farm Campground Lease

No motions to bring forward at this time.

b) Recreation, Special Events, Culture and Tourism

Councillor W. Penney reviewed items from the committee meeting on August 25:

- Pool maintenance was discussed. The heat pump has been installed and the Director of Recreation has been in contact with company that installed the unit regarding condensation.
- QR codes are being placed at additional locations .
- Additional repairs required to the Claude Garland Memorial Playground Fence.
- Special Events Committee had a successful concert on August 22nd and their next event will be Bonfire Night.
- EDTO was begin advertising the calendar for the Harvest Festival. So far there are nine events scheduled.

- Locomotive was discussed. Lease agreement has been sent to Towns lawyer for consideration.
- EDTO working on planning Christmas events at 163 Water Street including local businesses.
- JCP project has started.
- Splash pad funding was discussed as well as the Pedestrian Bridge.
- The Town will work with the organizers of the Harvest Run, usually planned for later in September.
- Final presentation for the Recreation Master Plan is scheduled for September

EDTO updated Council on JCP project. Five participants have been selected and the Director of Operations and Public Works have met with them to discuss the work.

Mayor thanked the Special Events Committee, as well as the Councillors and Staff that volunteered and helped with the concert.

No motions to bring forward at this time.

c) Public Works, Waste Management & Community Services

Councillor S. Penney presented the report from the meeting on September 1 :

- MEO provided his report to committee. Moving through various steps.
- MEO will now be in attendance at every Public Works committee meeting.
- Committee welcomed the new Director of Operations and Public Works noting he was very knowledgeable about the Town and will bring new ideas.
- Traffic calming measures were discussed and there will be a motion coming forward at the next meeting for the purchase of traffic calming devices.
- Fire hall roof was discussed. A tender package will be prepared and will be placed on MERX.
- Information Sharing Agreement has been updated and the MEO can be set up to have access to Motor Vehicle Registration
- Water Street Phase 3 was discussed. Meeting to be called to discuss with Council
- Discussion on extending water and sewer services on Bunker Hill.
- Department of Foresty has approved funding to replace equipment that was damaged while the fire department was fighting the 2025 Wildfires.
- Miltons Bridge emergency repairs
- MEO requested to visit TC Square
- Patch Paving Program hoping to start before winter
- Light Pole on Water Street has been hit by vehicles several times.

Repainted the lines on the parking spaces in the area. Further discussion about a solution.

Questions were asked regarding Bunker Hill.

The Mayor left his seat at the table as he felt he was in conflict as he owns property in the area.

The CAO advised that the correspondence was in regards to extending the water and sewer services to the un serviced area at the top of Bunker Hill. It was noted that the Town has no projects scheduled to extend the services and if the services were to be extended, the cost would be the responsibility of the property owner.

The Mayor returned to his seat at the table.

Councilllor W. Penney asked that staff communicate with the business owner on Water Street regarding painting the high back curb and standpipe.

No motions to bring forward at this time.

d) Economic Development, Planning and Land Use Development

Councillor Dowden presented the report as Committee Chair Deputy Mayor Earle was absent and advised the committee met on September 3 and reviewed items from the committee meeting:

- A delegate attended the meeting with committee
- MEO provided a report but was absent from the meeting
- By-laws were discussed, specifically regarding travel trailers
- Several multi unit dwelling applications received

Councillor Dowden presented the following motions as recommended by the committee:

Motion 26-235 **A. Dowden / w. Penney**

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

- *To replace siding, windows and doors at 219 Water Street as per application submitted and Heritage Zone Regulations;*
- *To operate a new dental office at 1 Merchant Drive, Suite 4 conditional upon receipt of approval from Service NL and other applicable government departments and agencies;*
- *To rezone the property of 1 CHVO Drive from Residential to Commercial with the full cost being the responsibility of the property owner.*

Favour 5; Opposed 0; Carried

Motion 26-236 **A. Dowden / S. Penney**

Resolved to refuse the following applications as they do not meet the requirements of the development regulations in the Town of Carbonear Municipal Plan and Development Regulations;

- To refuse the application to construct an extension to the main dwelling at 3 Pondside Road as the property does not have the required 8m rear

yard setback.

- To refuse the application to construct storage units at 56 Columbus Drive as this location is zoned Commercial Highway and storage units (indoor storage) are not a permitted use.

Favour 5; Opposed 0; **Carried**

Motion 26-237 **A. Dowden / S. Penney**

Resolved to approve the variance requested to the size of a detached garage from 81m^2 to 88.4 m^2 at property situate 103 Forest Road conditional upon there being no objections to the variance distributed to properties in the vicinity of 103 Forest Road and if objections are received, the application will be referred back to council for further review.
Favour 5; Opposed 0; Carried

Motion 26-238 **A. Dowden / W. Penney**

Whereas Council received a representation in response to the Variance for the application to construct a detached garage at 103 Forest Road ; and

Whereas Council has reviewed and considered representations received from the Variance; and

Whereas the approval of the application is at the discretion of Council;

Be it Resolved to approve the application to construct a detached garage in accordance with the application submitted and the Town of Carbonear Municipal Plan and Development Regulations.
Favour 5; Opposed 0; Carried

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

Pool & Rec Maintenance

1.) MP Room Maintenance

a. Ceiling Tile Replacement – Been talking with contractor. Working on getting completed.

b. Heat Pump Installation

Installed and operational. Did have some condensation on existing ductwork upon startup. Seems to have subsided now that temperatures outside of cooled. I have done some research on getting the ductwork insulated. May have to consider having that completed.

2.) Maintenance of parks and trials continues. Still a couple of outstanding items, but they are on the list for fall completion.

3.) Pool Shutdown - Pool was closed during the week of August 31 – September 4th. During that time the pool was drained and water replaced. Inspected pool liner to ensure no concerns. Changerooms received a deep cleaning. Pool deck was pressured washed. Repairs to floor in MP room and back hallway were completed. Also, touched up some painting in back hallway and MP room.

Completed some housekeeping items to improve our storage. Installed shelving and rearranged the shared space with Poseidon Swim Club. Inventoried all of our recreation equipment and installed shelving in the storage garage to improve access to equipment.

Financial & Program Analysis

	2026	2025
1.) Pool Revenue (less HST)	$ 192, 522.21	$ 189, 121.57
2.) Lesson Registration	1456	1504
3.) Pool Visitation	21,182	19,879

Programs & Grants

1.) Summer Camp concluded on August 14th. The final day was spent at Earle's Riding Horses and from all reports ended on a high

2.) The tackle football season has started. Practicing Tuesday & Thursday evenings. Will receive Saturday game day schedule once it is finalized.

3.) Minor Softball has rolled into September. Still using fields during weekday practice times. Next 3 weekends are booked for tournaments.

4.) In process of finalizing grant application for the Active Living Wellness Fund. Will be submitted by end of week.

The Director of Recreation noted that Fall programming is starting with planning beginning for Open Gym programming and some adult programming.

9. Finances

a) Operating Invoices over $2,000.00 in the amount of.....$114,784.89

Motion 26-239 **S. Penney / A. Dowden**

Resolved that the Town of Carbonear approve for payment the list of operating invoices over $2,000 totaling $114,784.89 as submitted to Council.

Favour 5; Opposed 0; **Carried**

10. Regulations
None listed.

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

12. New Business

Mayor Slade advised Council that they will have a meeting tomorrow afternoon to discuss Water Street Phase 3 project as this is an important matter and needs to be addressed.

13. Adjournment

Motion 26-240 **A. Dowden / S. Penney**

Resolved that the meeting adjourn at 6:35 pm and that Council meet again for a Regular Council Meeting on Tuesday, September 22, 2026 at 5:30pm.

Favour 5; Opposed 0; **Carried**

Mayor Sam Slade

Christa-Lee Earle-Baker
Town Clerk