

PUBLIC WORKS, WASTE MANAGEMENT & COMMUNITY SERVICES COMMITTEE MINUTES

Town of Carbonear
Council Chambers, September 24, 2025 @ 9:30 am

Present:	Deputy Mayor	Sam Slade
	Councillor	Malcolm Seymour
	Director of Operations	
	And Public Works	Ian Farrell
	Chief Administrative Officer	Cynthia Davis
	MEO	Matt Burke
Absent:	EA	Janice Green
	Councillor	Ray Noel

1. Business Arising
 - a) Comprehensive Leak Detection Program - The RFP is advertised with a deadline of October 10.
 - b) Driveway Policy Amendment - The amended policy was placed in Dropbox for committee review. Staff clarified questions related to hydraulic design and the amendments to the policy. *The committee will recommend approval of the amended policy. A draft motion will be prepared.*
 - c) Water Street Phase II, Limited call - *The committee recommends proceeding to advertise the RFP. A draft motion will be prepared.*
 - d) Update on water levels at the water supply - The Director reviewed the work completed and plans to install 2 additional lines to increase flow from the Bower to Little Island.
 - e) Special Assistance Grant – Costs related to increasing water levels will be sent to the province as they are offering a grant to offset costs of municipalities.
 - f) Water filling stations - will be installed this week at the locations proposed: Railway Museum and Recreation Complex.
2. Public Works
3. Capital Works
4. Correspondence
 - a) Property owner, Canada Place request to designate specific streets for Halloween night for safety reasons
The suggestion included sectioning off higher traffic streets such as Willoughby Drive and Blueberry Crescent. Council does not have the authority to stop children from walking on specific streets unless except for exceptions under the declaration of a state of emergency. A response was provided to the request/proposal.

- b) SAM Fall Regional Meetings (November 4th, Town of Harbour Grace)
Requested a representative to be appointed by Council which can be a councillor, staff member or trusted or a trusted community member or interested town resident. This will be deferred to the new Council.
- c) Property owner, Grassey Lane, Re: Complaint, survey peg removed by contractor
The property owner has requested completion of a new survey and reinstatement of the survey peg. The complaint was investigated. The contractor claims there was no survey pin found. The consultant checked their pre-construction survey and no survey pin was found. Viewing google street view image showed that there was a paved driveway with no evidence of a survey pin. *As there is no evidence that a pin existed, the committee does not recommend.*

5. Waste Management

6. MEO Report (Attached)

- 38 Earles Lane - Correspondence was sent via registered mail. There has not been any response to previous correspondence. Staff will check to see if there was an attempt at delivery.
- 10 Fraize Avenue - There is significantly less activity on the property. The property is frequently visited by the RCMP. It is understood that there are legal matters ongoing to move forward with a sale.
- 19 Pike's Lane – photos reviewed. There is an accumulation of wood and other debris on the property and a shed was constructed in non compliance to the regulations. *The committee recommends the MEO proceed with the first step in the process which is verbal contact and then to follow up with successive steps.*

The MEO left the meeting

7. New Business

- a) Sign Furey's Lane (Do Not Enter), Covered by trees – This will be added to the Service Request System to have required work scheduled.
- b) Stop sign Tyre's Drung / Highroad North covered by trees - This will be added to the Service Request System to have required work scheduled.
There was an inquiry from a councillor who was contacted by a resident to complain about recent tree trimming of his trees. The town has not received a complaint but if trees are overhanging the street that are a safety hazard or will damage equipment are trimmed. It is the responsibility of the property owner to prune trees so they do not become a hazard. Staff will not go on private property. It is the responsibility of the property owner to complete any trimming on the property to cut the branch back to the collar on the main trunk. It was suggested that public notices be issued to inform residents to trim trees that may damage vehicles or be a danger to pedestrians. Trees not trimmed will be trimmed to the property boundary by

town staff. Property owners remain responsible for pruning the portion of the branches on private property back to the tree trunk.

- c) The committee thanked the public works staff for such a professional job on the paving in Crockers Cove.
- d) Parking Near Daycare, Highroad South Complaint to councillor – The issue is during drop off and pick up. There is a speed limit sign 30 km/h already posted. The speed detector was already placed in the area identifying that traffic calming is not required per the Traffic Calming Policy. Vehicles are permitted to park on the shoulder of the road. The MEO will monitor the situation but no further action is recommended at this time. A written complaint was not received.
- e) Mount Royal Estates water hook up - For the information of councillors, a request was made to connect to the town's system as the well on the property is going dry. The property owner was informed of the connection fees required. There is a service levy of \$2,000 paid by property owners on the street toward the water main and there is also a \$2,000 fee in the tax structure to install the service line from the main to the property boundary. The property owner is required to pay the applicable fees to move forward with the connection.

8. Ongoing items

- Additional access cards, 2026 budget item
- Highroad South paving, staff provided the requirements to the contractor regarding extension of the water main. The contractor hopes to start the work next week.
- Canada Place – Road Side Ditch Filled, correspondence to be sent
- Snow Clearing Claim Form / Policy / Regulations
- Nells Trail to tunnel
- Sidewalk and curb, Pike's Lane
- 52 London Road, installation of water line. Order delivered. Staff to follow up on the next step.

9. Adjournment 11:10 am