

**RECREATION, SPECIAL EVENTS CULTURE & TOURISM  
COMMITTEE MINUTES**

Town of Carbonear

Council Chambers, December 10, 2025 @ 3:45 pm

**Present:**

Chair Councillor	Wendy Penney
Deputy Mayor	Fred Earle
Councillor	Malcolm Seymour
CAO	Cynthia Davis
Director or Recreation	Rob Button
EDTO	Kerri Abbott
EA	Janice Green
Also Present Mayor	Sam Slade

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1. Business arising from minutes

- Waste receptacles in playgrounds – The waste receptacles have been removed from playgrounds once they are closed for the season and recreation department staff are laid off. The Director of Operations and Public Works identified that his seasonal staff are also laid off for the season only leaving one full time labourer and carpenter/labourer who currently have work commitments in public works for their work hours. If there are responsibilities that council would like to see maintained during the winter in parks and playfields, consideration may have to be given to keeping a seasonal staff member. *Committee are not recommending any changes to staffing or policy at this time.*
- New sign for Pike’s Field - The Director of Recreation will order a new sign for installation.
- Cost of Expropriation – The town has received a response from each of the two individuals receiving correspondence from the town on intended expropriation. Staff will contact the town lawyer for an estimate on the cost to complete the expropriation process.
- RFP Recreation Facilities Site Plan – Tender deadline November 28. The Director of Recreation is reviewing the proposals. The evaluation and recommendations will be shared with the committee once completed.
- The Director of Recreation will provide a copy of the inspection report template used by staff for committee information.

2. Special Events, Culture & Tourism

The Bring the Light parade and Christmas Tree lighting was well attended. Volunteers appreciated support from Council. Some minor changes being considered for next year. As the parade is growing a new parking space to line up floats will be reviewed for next year. An earlier start to the concert portion at

the theatre and limit songs to 2 per group. *It was also recommended to bring a speaker to the pergola area for sound.*

3. Correspondence

- a) Inquiry about Heritage Locomotive and Community Revival Opportunity  
The EDTO will respond to the inquiry.

4. EDTO Report

- A copy of the QR code was submitted for committee review. Launch of the QR code for town facilities will happen in the New Year.
- There is a provincial program to promote culture and music. The EDTO will work with the province to pursue further.
- The EDTO has commenced planning for International Women's Day in March.
- The Town will host an event in the lobby for Heritage Day the third Monday of February.  
*EA left the meeting*

5. New Business

- a) 2026 Parks and Recreation Department Budget – The Director reviewed his recommendations with the committee for the upcoming year.
- b) Application being made for JCP for 2026 to include work at Harbour Rock Hill. The Town has not been able to accept the JCP as approval has not been received until late in the year and will overlap the seasonal staff layoff. There has been discussion with the MHA about earlier approval so the town can avail of the grants.

6. Action Items

7. Ongoing items

- Locomotive Report
- Claude Garland Memorial Playground concerns
- Land expropriation for recreation purpose
- Nell's Trail Maintenance
- Pedestrian Bridge – staff to check on status of application
- Fence, Quinn's Playground – Spring project
- Accessible playground funding initiatives
- Strategic Plan
- 2026 Harvest Run – meeting with stakeholders

8. Adjournment