

PUBLIC WORKS, WASTE MANAGEMENT & COMMUNITY SERVICES COMMITTEE MINUTES

Town of Carbonear
Council Chambers, November 4, 2025 @ 4 pm

Present:	Chair Councillor	Malcolm Seymour
	Councillor	Amanda Dowden
	Councillor	Stephen Penney
	Director of Ops and PW	Ian Farrell
	CAO	Cynthia Davis
	MEO	Matt Burke
	EA	Janice Green
	Mayor	Sam Slade

1. MEO Report

A report was provided in Dropbox. The Municipal Enforcement Officer (MEO) reviewed the following:

- 38 Earles Lane – a new order will be revised to include working in the legislation of the new Towns and Local Service District Act. The order will be sent via registered mail.
- 10 Fraize Avenue - The sale of the property is expected to be finalized within by the end of November. The MEO will continue to update committee
- 16 Crossroads – Complaints of untidy property. Investigation has identified that there is an accumulation of debris. Staff have spoken with the property owner, who indicated that cleanup will be completed. The MEO will monitor.
- 21 Valley Road- A complaint was received regarding garbage on the property. Some clean up has been done. MEO will continue to monitor.

2. Business Arising

a) Watershed Update

It was reported that water levels have almost returned to normal. The committee recommends lifting the water conservation notice. Residents will be advised to continue using water responsibly and remain mindful of their consumption.

Per the permit to operate a water system, the Town is required to complete hydrant flushing. This will be scheduled before the winter season. Staff to investigate hydrant repair / replacement.

The mayor declared a conflict on the next item. The committee did not feel the mayor was in conflict as there was nothing new to discuss.

b) Line Road grading cost

Staff has been communicating with the Line Road Association regarding a second grading of the Line Road with the association being responsible to provide the stone. This will take approximately two days to grade for total of 16 hours for operator and the grader and the costs will be the responsibility of the Line Road Association. Deferred pending a response.

c) Water Street Phase II – Limited call

The limited call has been advertised with a deadline date of November 26.

d) Sign on Furey's Lane and Highroad North

It was reported there is a stop sign on the entrance and exit of Furey's Lane. Furey's Lane is a one-way street and it was felt this might be confusing. Staff to investigate the placement of signs on Furey's Lane and report back to committee.

e) Legion Traffic Control Plan

The committee was satisfied with the plan provided. The town will provide barricades and detour signs. It was reported the MEO will be working on November 11 as well. A certificate of liability insurance is also required which staff will follow up on.

3. Public Works

- a) Staff are working on cleanup throughout the town as a result of recent weather conditions with high winds and rain.

4. Capital Works

a) Cross Roads, copy of variance report. Forecast to complete

The Director presented a copy of the variance report submitted by the consultant for additional work completed on the Cross Roads project at a cost of 132,047.81+ HST. It was noted the project is now complete and the consultant was slow providing the report. The town is responsible for 100% of the additional costs. The consultant advised the vast majority of the additional cost is associated with unknowns uncovered during construction that had to be addressed such as are no decent as built drawings.

The committee recommends to defer discussion with Council.

b) Change order 1 Cross Roads

The change order for 10 additional working days and extra work in the amount of \$76,641.15 for sewer connections (storm and sanitary connections) was reviewed. The committee recommends council approval. A draft motion is required.

5. Correspondence

a) Request to have signs installed Highroad South

The Town received a request for the installation of road safety signage along High Road South in the Saddle Hill area. The request included signs such as "Hidden Intersection," "Hidden Driveway," "Slow Down," or "Speed Limit" to address safety concerns. Residents have reported that vehicles often travel at excessive speeds while ascending the hill, creating hazardous conditions for those exiting driveways on Discovery Place. The matter has been deferred for further investigation and development of options to address the safety concerns.

b) Property owner 98 Water Street regarding damage to home

The property owner at 98 Water Street submitted photos showing damage to the front patio of their home, reportedly caused by a vehicle turning from Water Street onto Burke's Lane. The owner has requested that Burke's Lane

- be designated as a one-way street. It was noted that the front deck appears to have been constructed within the street reservation without a permit. The Town does not assume responsibility for any structures built within the road reservation. Also, Burke's Lane has always been a two-way street with a low volume of traffic and is unlikely to meet the criteria required for traffic calming. The committee does not recommend designating Burke's Lane a one-way street. Staff to contact RCMP to see if they would share their investigation report and try to determine root cause.
- c) Business owner Crossroads regarding parking lot paving
The Town received correspondence from a property owner expressing concern that the recent paving of the parking lot will result in increased water runoff accumulating on their property. It was noted that there has been a history of water collecting in this parking lot area and the recent street upgrades on Cross Roads are expected to improve drainage, directing water away from the parking lot and thereby reducing runoff onto the property. The committee is not recommending any additional work in the area. This will be relayed to the property owner.
 - d) Property owner Pondside Road concern with ATV and motorcycles using sideroad behind house
Written correspondence was received and photos were reviewed. The right of way is currently being used by ATV's and there are large ruts in the road. Options were reviewed. *The committee is recommending the placement of armour stone to deter such activity.* A resolution will be drafted for council.
 - e) Multi-Materials Stewardship Board regarding Community Waste Diversion Fund
A funding application has been submitted to purchase waste receptacles with a similar design of those placed on Water Street from Phase I.
 - f) Property owner, Crossroad regarding ongoing construction early hours in the morning
It was reported the property owner expressed concerns with contractors starting work as early as 6:30 contrary to the Nuisance Regulations. The Director reached out to the consultants and contractor and asked they refrain from making such disturbance in the future. A copy of the regulations was also provided. This project is now complete so no further action required.
 - g) Property owner, English Hill request for road paving.
There is a small section of road at the end of English Hill with a few new homes. The Town has a running list of unpaved streets. The committee recommends to include this section of road on English Hill to the paving list for future consideration.

6. Waste Management

7. New Business

- a) Princess Sheila Building, Rorke Store and Train Station building repairs
The Director reported property maintenance on these buildings have been placed in the work order system for action.

b) Update on ROV

Council previously made a motion to purchase an underwater drone from Drone Labs at a cost of \$2,495. The item is no longer available. There is a demo available for the same cost that has little usage and has a 3-month warranty or a new one can be purchased for \$3,300 and free shipping. The committee recommends to purchase the new model. A draft motion will be completed.

c) CIC Area

The Town received a complaint and photos of an area near the high school. Photos will be input in the work order system for investigation.

d) Survey Peg, Grassey Lane

It was noted the property owner has submitted more pictures for review. Staff will visit the property to investigate.

8. Ongoing items

- Water Filling Stations
- Special Assistance Grant
- Additional access cards, 2026 budget item
- Highroad South, working ongoing
- Canada Place – Road Side Ditch Filled, correspondence to be sent
- Snow Clearing Claim Form / Policy / Regulations
- Nells Trail to tunnel – some maintenance completed
- Sidewalk and curb, Pike's Lane
- 52 London Road, installation of water line. Order delivered. Proceed to next step

9. Adjournment 5:55 pm