

**PUBLIC WORKS, WASTE MANAGEMENT & COMMUNITY SERVICES COMMITTEE
MINUTES**

Town of Carbonear
Council Chambers, January 6, 2026 @ 4 p.m.

Present:	Councillor	Stephen Penney (Acting Chair)
	Councillor	Amanda Dowden
	CAO	Cynthia Davis
	Director of Ops and PW	Ian Farrell (portion of the meeting)
	MEO	Matt Burke
	EA	Janice Green
Also Present:	Mayor	Sam Slade
Absent:	Chair Councillor	Malcolm Seymour

1. Municipal Enforcement Officer Report
The MEO report was presented and attached for committee review. The Committee discussed several properties requiring clean up. Due to current winter conditions and snowfall, it was noted that immediate clean up is not reasonable at this time. The committee suggested written reminders be provided to the property owners that clean up will be required in the spring to prevent further action. After review of the report the committee will defer any further action on the Earle's Lane property until the spring, no further action is recommended on the Jane's Avenue property, and correspondence will be sent on the Fraize Avenue property identifying the town's concerns and that clean up will be required in the spring to prevent further action by council on the property. The MEO visited the property of the roaming dog complaint on Water Street and spoke to the owner and informed them of the Animal Regulations. During the visit, the dog was leashed. The MEO is satisfied that the matter has been addressed and that no further action is required at this time.
2. Business Arising
 - CCBF Funding Projects – A copy of the 5-year capital list completed by the Director was provided to committee for consideration. Use of CCBF funds require approval from the CCBF committee by submission of a Capital Investment Plan (CIP) which identifies the project to be completed. If the town would like to commence a project in the spring, the CIP should be submitted soon. Once approval is provided, a consultant has to be selected to complete the design and engineering of the project and then it has to be tendered. This will take several months. The EA will forward a copy of the list again for Committee review.
3. Public Works
No discussion

4. Capital Works
 - a) Water Street Phase III – Drawings have been completed and included in Dropbox for the committee’s information. It was suggested that the committee review the streetscapes proposed on the drawing so they understood the work proposed and to avoid issues such as the removal of the planters after they were installed on the previous phase. The intent is for the consultant to tender the project over the winter for contract award and project commencement after the May 24 weekend. It was noted that there did not appear to be any plantings proposed in the third phase. It was identified that the original study proposed trees and other plants to make the downtown heritage area more attractive and inviting. The Town has been requiring its consultant to host a public consultation session prior to project commencement. The EDTO also emails affected parties with updates on the construction, road closures, water shut-offs, etc.
 - b) Highroad South (Saddle Hill) construction inspection
The Highroad South paving project was delayed to accommodate a developer to install water and sewer to the property for a development project. This work has been completed and there is a list of items requested related to the water and sewer installation by the developer that has been provided to the developer. This list was reviewed with committee. Since this will be town infrastructure, the developer / contractor was advised of the requirements per the municipal master specifications. The Town cannot accept responsibility of the infrastructure until the deficiencies are corrected. *The committee is not recommending the issuance of any permits until the deficiencies are corrected.*

5. Correspondence
 - a) Property owner Southside Lower Road, RE: Water on road. A video provided is attached
This was previously raised and investigated. This is an older street with no curb and gutter or storm water drains/ditches. There is a catch basin at the corner of the property which is collecting the water. This street may be considered future capital works consideration to include upgrades to curb, gutter and storm sewer.
 - b) Request for pothole repair, damage to car tires
The pothole referenced is located on Columbus Drive which is under the jurisdiction of the provincial government and not the Town. The individual was contacted and informed of this information.
 - c) Concern with roaming dog on Water Street
Discussed earlier in MEO report.
 - d) Property owner, Freshwater Road, RE: snow clearing claim
The claim is for sod and gravel driveway damage. This will be completed in the spring when the town commencing spring maintenance.
 - e) Random West Volunteer Fire Department, Breathing air compressor
The town received an email from the fire department inquiring on the sale of a compressor. It was reported the Fire Department has previously

advertised the cascade system with no responses but it was also noted that the posting in two conspicuous places in the town did not occur in error. The notice will be posted again in accordance with legislation. The Town cannot donate the system as it exceeds \$500 per legislation.

- f) FireSmart Provincial Liaison, Gov NL regarding Wildlife Community Preparedness Day Award in the amount of \$500. The correspondence was forwarded along to the Fire Chief who advised they are proceeding to make application.

6. Waste Management

- a) There were some delays in collection due to weather over the holiday season.

7. New Business

- a) CBRCC heating system quote for pump repair

Pump repair quoted at \$2,010.01 plus tax and freight from RMP pumps. The committee recommends to proceed. A draft motion will be prepared.

It was reported there will be a further cost to put the system into operation once the pump repaired. The Director requested a quote to upgrade the heating system in the theatre as well. The unit providing air conditioning for the library has also failed and quotes are being obtained for this work.

The Director of Operations and Public Works entered the meeting.

- b) Cascade System, Fire Department

Discussed earlier.

- c) Lift Station repairs Pike's Lane

The quote and information related to emergency repairs to the lift station was previously emailed to the committee. This work is commencing under emergency authority of the CAO. A draft motion will be prepared for the regular council meeting.

8. Ongoing items

- Change name of Capt Seth Osmond's Lane. Waiting on correspondence from family member requesting this change and the proper name.
- Canada Place – Road Side Ditch Filled, correspondence to be sent
- Nells Trail to tunnel – Water on trail, maintenance required.
- Sidewalk and curb, Pike's Lane – The committee recommends to remove this item from the list of ongoing items.
- 52 London Road, installation of water line. Order delivered. Proceed to next step

9. Adjournment 5:10 pm