

**Public Works, Waste Management & Community Services Committee Minutes
Town of Carbonear
Council Chambers, May 19, 2026 @ 4 p.m.**

Present:	Chair Councillor	Malcolm Seymour
	Councillor	Stephen Penney
	Councillor	Amanda Dowden
	Mayor	Sam Slade
	Town Clerk	Christa-Lee Earle-Baker
	EA	Janice Green
	MEO	Matt Burke
Absent:	CAO	Cathy Somers

1. Municipal Enforcement

Report was placed in Dropbox for review. Municipal Enforcement Officer (MEO) is continuing to work with property owners with property clean-up, as well as identifying other properties that need further investigation.

Committee discussed properties with MEO that have large numbers of vehicles on property. There was some discussion regarding developing a Town policy for the number of cars that can be stored on a property. Committee would like the MEO to have access to Motor Vehicle Registration records and asked that this be established. There was also some discussion regarding wrecked vehicles on properties in the Town and how to get those removed. EDTO to check other municipalities and see their policies on the matter.

MEO also noted that the Town is in need of new trail cameras. Committee agreed that MEO will get quotes for new cameras. When new cameras are received, the Committee recommends they are numbered and tagged so the MEO can track where and when the cameras are placed.

2. EDTO Report

a) SAM unveiling of conservation posters

The organization had hoped for an unveiling in June, however, it will now be later in the summer. EDTO advised she is sending the information that was required to complete the signage for the trails. Winners of the Town photo contest will also be used on the signs. Committee would also like to appoint the EDTO as the designate with the organization as the Director of Public Works position is now vacant. A motion will be drafted.

b) Green Team Summer Program

The Green Team Summer Students has been approved for the summer. EDTO to coordinate with Town Staff and students for a successful program.

- c) Community Clean-up – June 6
Plans for the Town’s Community Clean up are well underway. EDTO has arranged for Shore Clean Up and the Kidney Foundation to attend as well. The Town will begin promoting this event so it will be well attended by residents and the business community. There will be prizes given and also, a Business Challenge will be held this year to help get more businesses involved in cleaning up their properties as part of the Community Clean up.
- d) Radon Test Kit Challenge
The Town will be given 100 kits that will be distributed to households within the community in October. Kits will be picked up at the Town Office, as well as the Public Library and returned to the Town Office to be returned for testing.

3. Business Arising

- a) 86 Water Street, snow clearing claim, further review
MEO will investigate.
- b) Furey’s Lane Signage
MEO to investigate and take pictures for next committee meeting
- c) Speeding concerns Valley Road
MADD will partner with the Town and provide promotional material for the Town to use and distribute. The EDTO discussed the Town partnering with a safe drivers app. It tracks users speed and driving habits and offers prizes for safe driving practises. MEO to monitor the area on a regular basis and Public Works staff will place the speed sign in the area. Quotes will be sourced for the purchase of new traffic monitoring signs.
- d) Flashing lights on High Road South crosswalk near daycare – staff to obtain quote to purchase a designated pedestrian crosswalk sign.
Public Works staff to source quotes
- e) Tree Removal Water Street
MEO to investigate further. Committee wanted to make residents aware that permits are required to cut down trees in the road reservation and the Town does follow its Tree Policy. Copy of Tree Policy to be forwarded to council.
- f) Draft Correspondence to funding partners regarding WSER – to be sent to MP and MHA
Committee was sent correspondence to be reviewed. No changes were requested and the document is ready to be printed and sent on official town letterhead and mailed.
- g) Fire Hall building Inspection
Committee requested clarification as to who inspects this facility. This facility is inspected by Town staff and members of the Fire Department as this

facility is a municipal building.

4. Public Works
5. Capital Works
6. Correspondence
 - a) Property owner Masonic Avenue, request for repair to gabion Public Work staff to investigate repair damage.
 - b) Property owner, Water Street regarding request for tree assessment in front of property
Resident requested the Town assess the tree in front of the property as it shows excessive rot. Town staff to investigate.
 - c) Individual concern regarding request for sidewalk in the area
Request was received from a resident asking if sidewalks could be installed in a specific area of Town. Committee discussed several options that could be considered. A response will be sent to the resident.
 - d) Property owner, Butt's Road regarding complaint of neighbouring untidy property
MEO discussed in his report. Investigation is ongoing.
 - e) Resident request for signage on boardwalk as a reminder to keep dogs tethered. Dogs not tethered.
EDTO to review and order signs.

Mayor moved to public gallery

- f) Property owner, Bunker Hill request for new standpipe and tie in prior to resident having his driveway paved.
Committee advised to check with CAO to see if a work order needs to be placed to have work completed.
Mayor returned to meeting
- g) Property owner, request to repaint speed bumps and request for monitoring speed cameras by the playground in Crockers Cove.
Committee to recommend the speed bumps are to be repainted. Add to work order system to be addressed by Public Works Department.

7. Waste Management

8. New Business

a) Portable Defibrillator

EDTO advised that the Town requires new defibrillators for Town facilities. The defibrillators the Town currently has at the four locations are discontinued and need to be replaced. Quotes were obtained and committee commends a motion to approve the purchase from Avalon Industrial in the amount of \$1875 per unit plus tax. A draft motion will be completed.

Committee inquired about the Town's OH&S committee and meetings and would like this item added to the Finance and Administration Committee for further discussion.

EDTO advised contractors were contacted this week to give quotes for the leak that is ongoing at the extension that was added to the Princess Sheila NaGeira Theatre.

Some discussion was had regarding Phase 3 of the Water Street development as the Director of Operation and Public Works is now vacant. Funders have been notified of this and a meeting is set for June 2, 2026. The Mayor and Deputy Mayor are set to attend with Town staff.

Public Works staff have identified a tool that has been successful in clearing the weeds on pavers. Committee recommends that quotes be obtained.

b) Fire Hall Roof Repair

Committee recommends the Fire Chief should prepare a limited call for both shingles and metal roofing for the Fire Hall roof repairs. Discussion to be had with Fire Chief.

9. Ongoing items

- Climate Change Policy – deferred for review
- LeMarchant Street Extension Project, change order – no update to report
- 52 London Road – Installation of water line. Update required. Committee inquired if this has been sent to Town's lawyer for review.

10. Adjournment 5:55 pm