



P.O. Box 219  
Lewisporte, NL A0G 3A0  
Phone (709) 535-2737  
Fax (709) 535-2695  
Website: [www.lewisportecanada.com](http://www.lewisportecanada.com)

## **Minutes of Council Meeting**

**April 27, 2021 7:30 PM. Via Zoom**

Present:	Mayor	Betty Clarke
	Deputy Mayor	Krista Freake
	Councillors:	Brian Hooper
		Kenneth Tucker
		Perry Pond
		Derek White
		Stephen Hollett
	Town Manager (Acting)	Todd Champion
	Town Clerk (Acting)	Elizabeth Elliott
	Recreation and Tourism Manager	Ashley Ivany

### **1. Call to Order**

Mayor Clarke called the meeting to order at 7:35 PM.

### **2. Approval of Agenda**

21-089 Hollett/Freake

Resolved to adopt the agenda as presented.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

### **3. Minutes for Approval**

#### **3.1 Regular Council Meeting April 6, 2021**

21-090 White/Pond

Resolved to adopt the minutes of the Regular Council meeting of April 6, 2021, as attached.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

### **4. Recreation/Tourism Committee**

#### **4.1 Update by Deputy Mayor Freake**

Meeting held April 19.

- Approval received for Federal Grant for nine students. Awaiting approval of Provincial Grants. Planning for summer student programs is dependent on number of students approved and Covid Levels.
- Modified versions of the Mussel Bed Soiree and Craft and Trade Show are being planned and will follow Covid Alert Level guidelines.
- A ball hockey recreation league has started in the stadium on Tuesday and Thursday evenings. There was an electrical issue with the fire alarm system which has been rectified. Tender for the stadium plant retrofit has been awarded.
- Bowling Alley is experiencing ongoing electrical issues which is being investigated.
- Lions Club has agreed to rent their building to the Dinner Theatre at a cost of \$250.00 per week for 8 weeks. Committee recommends the Town pay half the rental cost.

#### **4.2 Hann's Point Dinner Theatre Grant**

21-091 Freake/Hollett

Resolved to award a grant to the Hann's Point Dinner Theatre in the amount of \$1000.00 to cover half the rental cost of the Lions Club building for four months for the Dinner Theatres summer program.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

#### **4.3 Green Team Grant**

21-092 Freake/Hollett

Resolved to pay \$3500.00 towards the Green Team, which is the Town's portion and is a requirement of the grant contract. This amount falls within the 2021 budget for student summer staffing.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

#### **4.4 Stadium Filters**

21-093 Freake/Hollett

Resolved to purchase filters for the stadium at a cost of \$1800.00 plus HST which are required to meet OH&S regulations.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

#### **4.5 Downhomer Magazine Advertisement**

21-094 Freake/Hollett

Resolved to advertise the Town of Lewisporte in the Downhomer Magazine summer addition at a cost of \$1250.00 plus HST.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

Deputy Mayor Freake added that the advertisement will highlight various assets in Town like Woolfrey's Pond Park and boardwalk, Marina and Bird Estuary, with the intent to increase tourism.

- Softball Field: Discussions are ongoing regarding the best way to proceed with improvements to the Softball Field. The Town Manager is investigating options and an update will follow.

### **5. Economic Development Committee**

#### **5.1 Update by Councillor Pond**

- A meeting was held April 15.
- Municipal Park improvements are moving forward, and commitments made for capital this year should be in place prior to opening with the exception of the new comfort station for which allocations have been made to build the new and operate the old simultaneously.
- Wharf Re-Development: Since the election was finalized the engineering study has been awarded to Harbourside Engineering by Transportation and Works. Committee will continue to monitor. Committee has identified that a change in operations of the port and intention being provided to the port operations may have changed. A formal request has been sent to the new Minister of Transportation and Infrastructure and MHA Bennett for confirmation that previous commitments can still be honoured.
- Marina Business Plan: Consultant is working on potential opportunities that have been identified and plan should be finalized soon.
- Oil and Gas Committee: No meeting held. Synergy World Energy has recently given an update to the Town that the project is still being pursued.
- Marina Land Transfer: Continuing to explore opportunities to move forward with the transfer. As of July 1, 2021 the Towns nominal annual leasing fee could increase to \$30,000 which is based on the assessed value of the property which includes significant improvements and investments made by the Town and volunteer groups. Committee recommends engaging an appraiser to determine what the value of the land would be without these improvements to allow the Town to formalize a counteroffer to Transport Canada.

#### **5.2 Appraisal of Marina Land**

21-095 Pond/Tucker

Resolved to engage an appraiser at a cost of \$5000.00 plus HST to value the Marina Land without the Marina and the improvements made by the Town and volunteer groups.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

### **5.3 Basketball Court Equipment – Woolfrey’s Pond Park**

21-096 Pond/Tucker

Resolved to award the contract to supply equipment for the new basketball court at Woolfrey’s Pond Park to Coastline Specialties Ltd. at a cost of \$1675.00 plus HST.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

## **6. Lands Committee**

### **6.1 Update by Councillor Tucker**

Meeting was held April 14.

### **6.2 Sale of Commercial Land - 17A Stanhope Road**

21-097 Tucker/White

Resolved to initiate the process to sell the parcel of land, approximate size 1240 square metres, located at 17A Stanhope Road. This includes being advertised to the public as outlined in the Municipalities Act.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White

Decision: Motion carried.

### **6.3 Request to Sub-divide Commercial Land – 12 Industrial Park**

21-098 Tucker/White

Resolved to approve the application as presented to sub-divide commercial land at 12 Industrial Park. The subdivided properties will then be known as 12 Industrial Park and 2 Starkes Drive.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White

Decision: Motion carried.

- A delegation attended the last Lands meeting to discuss the development at Tizzard Street extension with regards to access to the property and ditching. Town Manager and staff will do a site visit and work with developer towards a solution with the intention to accommodate both parties.
- Railbed land that is for sale has been advertised and process is moving forward.

## **7. Public Works**

### **7.1 Update by Councillor Hooper**

Meeting held on April 14.

- Patching of asphalt by town staff is ongoing.
- Harbourview Terrace Paving and Infrastructure Project: In final stages of preparing the Tender.
- Outfall Phase II Project: Staff is reviewing contract drawings in an attempt to capture any extras, errors or omissions and will return to consultant once review is complete.
- There has been a number of concerns from residents regarding the water quality in town. Residents are assured that our town water is safe to drink. It is tested every second day by our water operator and tested every two weeks by service NL and quarterly by water resources management. The main concern appears to be colour, although unpleasant it is by government standards, aesthetics only. We have investigated and also reached out to water resource management for assistance. They have advised us, as with most communities in NL, they are experiencing the same issues this year. They suspect it is largely due to the winter conditions this year with very little snow until February and ponds not being completely frozen. We have started our spring flushing program and are cleaning our filters on a regular basis and our intake screens. Further feedback from residents suggests this has greatly improved the water colour. The pumphouse retrofit will begin shortly and once completed we will explore the options to have our water tank cleaned and inspected.

## **8. Protective Services**

### **8.1 Update by Councillor White**

Meeting held April 14.

- Lack of doctors in our local clinic is an ongoing concern. New approach is virtual medicine. There are emergency clinics that can be contacted in Gander and GFW if a local doctor cannot be reached. Committee is attempting to arrange a meeting with MHA Bennett and Minister Haggie to discuss these concerns. It was noted that a community committee has previously been established and have done a great deal of work and research on this issue and their work will be a great asset as we move forward. Mayor Clarke read a letter from Barry Manuel, the Mayor of GFW, expressing concerns about the difficulties that central NL has had with recruiting and maintaining family doctors. Mayor Manuel requested a response with information on how this issue is affecting our community.
- Due to the regional policing structure, areas are not getting coverage as before and this is an ongoing concern. Several communities are in discussions regarding this issue and the Town Manager will be contacting the RCMP to discuss what can be done to increase police presence in the area.

## **9. Finance/HR**

**9.1 Cheque Register**

21-099 Hollett/Hooper

Resolved to approve cheques numbered 000762 to 000843 totaling \$132,538.35 excluding cheques 000763, 000781, 000794, 000824, 000830 and 000835.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion Carried.

**9.2 Cheques 000763 and 000781.**

Councillor Hooper declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

21-100 Hollett/White

Resolved to approve cheque numbers 000763 and 000781.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Tucker, Hollett, Pond and White.

Decision: Motion Carried

Councillor Hooper re-entered the virtual meeting.

**9.3 Cheques 000830 and 000835.**

Councillor Tucker declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

21-101 Hollett/Hooper

Resolved to approve cheque numbers 000830 and 000835.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hollett, Pond, Hooper and White.

Decision: Motion Carried

Councillor Tucker re-entered the virtual meeting.

**9.4 Cheques 000794 and 000824.**

Councillor Hollett declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

21-102 Hooper/Freake

Resolved to approve cheque numbers 000794 and 000824.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hooper, Tucker and White.

Decision: Motion Carried

Councillor Hollett re-entered the virtual meeting.

**9.5 Additional Cheque Register**

21-103 Hollett/Hooper

Resolved to approve cheque numbers 000844 and 000851 totaling \$25,000.99.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hooper, Tucker, Hollett and White.

Decision: Motion Carried

**9.6 Financial Reporting Policy**

21-104 Hollett/Hooper

Resolved to adopt the proposed Financial Reporting Policy as presented.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Tucker, Hollett, Pond and White.

Decision: Motion Carried

**9.7 Water Tax Exemption – 14 Harvey Street**

21-105 Hollett/Hooper

An application was received for tax exemption under Council's policy of exempting Water and Sewer Taxes on properties that has not received these services for at least one year. This application meets the criteria of the policy.

Resolved to approve a water tax exemption for taxation year 2020 for property owned at 14 Harvey Street.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Tucker, Hollett, Pond and White.

Decision: Motion Carried

**9.8 Water Tax Exemption – 356 Main Street**

21-106 Hollett/Hooper

An application was received for tax exemption under Council's policy of exempting Water and Sewer Taxes on properties that has not received these services for at least one year. This application meets the criteria of the policy.

Resolved to approve a water tax exemption for taxation years 2014 - 2020 for property owned at 356 Main Street.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Tucker, Hollett, Pond and White.

Decision: Motion Carried

**9.9 Water Tax Exemption – 4 King Street**

21-107 Hollett/Hooper

An application was received for tax exemption under Council’s policy of exempting Water and Sewer Taxes on properties that has not received these services for at least one year. This application meets the criteria of the policy.

Resolved to approve a water tax exemption for taxation year 2020 for property owned at 4 King Street.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Tucker, Hollett, Pond and White.

Decision: Motion Carried

**9.10 Water Tax Exemption – 14 Young Street**

Councillor Tucker declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

21-108 Hollett/Hooper

An application was received for tax exemption under Council’s policy of exempting Water and Sewer Taxes on properties that has not received these services for at least one year. This application meets the criteria of the policy.

Resolved to approve a water tax exemption for taxation year 2020 for property owned at 14 Young Street.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond and White.

Decision: Motion Carried

Councillor Tucker re-entered the virtual meeting.

**9.11 Wireless Microphone Tender**

Two bids were submitted for the wireless microphone tender which will allow broadcasting of public council meetings from council chambers. After review by the Acting Town Manager and the Recreation/Tourism Manager one bidder was disqualified due to an omission in the bid.

21-109 Hollett/Hooper

Resolved to award the tender for a wireless microphone system for council chambers to Tucker Electronics in the amount of \$29,853.26 including HST.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Tucker, Hollett, Pond and White.

Decision: Motion Carried

**9.12 Appointment of Town Manager**



The town has been operating with an Acting Town Manager for a number of months. The Superintendent of Public Works, Todd Champion, has been in this role during this time and council feels that he has done an admirable job. With the resignation of the previous Town Manger the position became vacant. Under the Municipalities Act Section 53. (1), a council may appoint a person to the position of Town Manger.

21-110            Hollett/Hooper

Resolved to appoint Todd Champion as Town Manager for the Town of Lewisporte as per section 53. (1) of the Municipalities Act.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Tucker, Hollett, Pond and White.

Decision: Motion Carried

Mr. Champion thanked council for the opportunity and looks forward to serving the residents of Lewisporte.

## **10. Other Committees**

### **10.1 Air Ambulance – Update by Councillor White**

Recent concerns with providing service to the Labrador area support the need for a station in Gander with a medical team. Residents are encouraged to reach out to their MHA to voice concerns on this issue.

## **11. Correspondence**

### **11.1 MNL – Hon. Krista Lynn Howell; Minister of Municipal and Provincial Affairs and Register General**

Council will be attempting to meet with her in the near future.

### **11.2 MNL 2021 Symposium**

Virtual event May 6-8. Registration information will be forwarded to council.

### **11.3 2021 Census**

Census begins May 3 and residents can register and complete the questionnaire on-line at [www.census.gc.ca](http://www.census.gc.ca). A statement of support was read by Mayor Clarke.

## **12. Adjournment**

21-111            White/Hollett

Resolved that the meeting adjourn.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker, Hollett and White.

Decision: Motion carried.

Time: 8:20 PM

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Betty Clarke, Mayor

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Elizabeth Elliott, Acting Town Clerk/Treasurer