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**Minutes of Council Meeting**

**September 20, 2022 7:00 PM**

Present: Mayor Krista Freake

Deputy Mayor Brian Hooper

 Councillors Rhoda Hannem

John Mullett

 Perry Pond

Ken Tucker

 Derek White

 Town Manager Todd Champion

 Town Clerk Coreen Colbourne

 Recreation and Tourism Manager Ashley Ivany

 Superintendent of Public Works Bruce Roberts

Mayor Freake brought greetings to those watching on Facebook, fellow Councillors and Staff.

She started the meeting with a land acknowledgement.

1. **Call to Order – 7:02 pm**

1. **Approval of Agenda**

**22-178 Pond/White**

**Resolved to adopt the agenda as presented.**

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

Opposed: None

Decision: Motion carried.

1. **Minutes for Approval -** **Regular Council Meeting August 30, 2022**

 **22-179** **Mullett/White**

 **Resolved to adopt the minutes of the Regular Council meeting of August 30, 2022.**

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

Opposed: None

Decision: Motion carried.

Before the committee chairs gave their reports, the Mayor shared a few announcements.

The Mayor thanked the Lewisporte and Area Chamber of Commerce for hosting their AGM on September 9 at the Brittany Inns. A thank you was extended to those that attended, she added that Minister Parson’s brought forward messages of inspiration and hope for our province and to the Town of Lewisporte in particular.

While visiting Lewisporte Minister Parsons met Council along with MHA Bennett, to answer some questions and provide some updates, a sincere thank you was offered to them. The Mayor also spoke of Minister Parsons and MHA Bennett’s meeting with members of the DieTrac Board to discuss the future of the institution.

A sincere thank you was offered to the Town’s staff for planning and implementing a successful Craft and Trade Show, and to all those that helped.

With the impending storm for this weekend, the Mayor urged the public to follow what is happening and be prepared.

The Mayor expressed her thanks to the Lewisporte Lion’s Club and Paul’s 50/50 for their sponsorship to the Lewisporte Minor Softball Banquet. She also expressed her thanks to Calista Sharron for her commitment to Minor Softball as well as Robyn Sexton, and all the parents who volunteered.

A thank you was given to the new Minor Hockey executive, coaches, trainers, and managers who have given their time, they were wished a successful season.

The Mayor mentioned the Guiding movement is accepting registration for any interested girls, a thank you was offered to the volunteers of these groups.

The bowling alley is now open, both the women’s and men’s leagues are ready to start up for anyone interested.

1. **Recreation/Tourism Committee**

**Update by Deputy Mayor Hooper**

Deputy Mayor Hooper attended the Minor Softball Banquet on behalf of the Lion’s Club and commented on the great turnout, to see the enthusiasm of the children as well as the parents and volunteers led him to think ahead as to what the next year will bring. He thanked all those that helped out in any way.

Woolfrey’s Pond Park

The Recreation and Tourism Manager has received the drawings for the comfort station, management has reviewed the drawings and have sent their concerns to the consultant. They are now waiting for the updated drawings, and they are hoping to be able to go to tender late next week or early October.

Boardwalk repairs are still ongoing; however, the trail is completed from Oak Street to the new kiosk.

The recreation committee discussed the renting of the Chalet in the off season, they wanted to notify council that as of Monday, September 26th the Town will no longer be renting the chalet, this is due in large part to logistical issues such as cleaning the chalet after use, snow clearing, and supervision of the property.

The Town has received notice that the JCP has been approved for brush clearing on the boardwalk, the recreation department is hoping to start this project in the next week or two.

A motion was to be brought forward, Councillor Pond was in conflict and left Chambers.

At our last meeting on August 30th, 2022, a motion was made to purchase lumber for the boardwalk from Pritchett’s. A mistake was made when reviewing the quotes as Pritchett’s quote did not contain the same quantity as the other two companies. Due to this oversight, Pritchett’s was no longer the lowest bidder.

**22-180 Hooper/Mullett**

 **I would like to rescind motion 22-166.**

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Tucker and White.

Opposed: None

Decision: Motion carried.

**22-181 Hooper/Mullett**

**I would like to make a motion that we purchase the lumber to continue with the repairs and replacement of Woolfrey’s Pond Boardwalk from Notre Dame Agencies for a total of $12,706.54 plus taxes.**

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillor Pond re-entered Chambers.

**Lewisporte Stadium**

On September 26th the stadium plant will be turned on to start making ice for the season. It will take approximately one week to make ice, if everything goes as planned, giving a tentative start date of October 1st, 2022.

The Recreation and Tourism Manager has reached out for quotes to replace the headers in the arena, this is a project that cannot happen this year due to timing, however a project that needs to happen in the spring due to the condition of the headers. The public works staff are going to install additional supports to help make it through the 2022 – 2023 season.

The recreation committee will be meeting with user groups to discuss expectations, rules, and regulations for use of the stadium.

**Recreation**

Now that the Fire Ban has been lifted the Recreation and Tourism Manger will be reaching out to our certified fireworks technician to determine a date for the Mussel Bed fireworks and s’mores night. Once a date is confirmed we will advertise on our Facebook and town sign.

* 1. The recreation committee has received a request to place a playground on the south side, after much discussion surrounding the issue. The recreation committee is not recommending building another playground at this time, the reasons for this decision include:

-We currently have 5 playgrounds in Town.

* + - 1. -None of our playgrounds are wheelchair accessible.
				1. -We have committed to building a splash pad.
				2. -We cannot commit to the expense at this time.
	1. The Town has had a very successful Mussel Bed Soiree, upon reviewing the revenue vs expenses the Town lost $1,253.00 on this year’s Mussel Bed Soiree. Planning will start for the next Mussel Bed Soiree in the coming months.
	2. We would like to thank everyone who came out and supported the Craft and Trade Show, we have had another successful year. A special thank you to our sponsors Scotia Bank and Notre Dame Agencies for their contributions, our volunteers and the vendors who participated in this year’s show. Deputy Mayor Hooper on behalf of himself and Councillor Mullett, went on to thank the recreation and tourism director and staff member Tiffany Hynes for planning and carrying out the Craft and Trade Show, and thanked the stadium staff for their assistance.
	3. The recreation committee are reviewing the rates for the Stadium, the Bowling Alley, and Woolfrey’s Pond Park, once we have had a chance to review the recreation committee will make their suggestions to Council. There was an added note by Deputy Mayor Hooper that there has not been an increase since 2016.
	4. There was a comment from the Mayor suggesting that Council look at all the recreation facilities for wheelchair accessibility.
	5. There was some commentary from Council on the playground facilities in Lewisporte and who is using them.

**5. Economic Development**

**Update by Councillor Pond**

5.1 Occupancy Permit - 22-018HBB

22-018HBB (Home Based Business); Reid’s Auto Detailing, permitted to occupy 17 Bayview Heights.

**22-182 Pond/Tucker**

 **I so move to accept the application, as presented.**

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

Opposed: None

Decision: Motion carried.

**Port Development**

Council at this time is evaluating their options on how to proceed.

**Marina**

The acquisition of the Marina from Transport Canada is ongoing. They are working through their due diligence process; Council is hoping in the next few months they will know if they are successful. Council is hoping that it will be given to them as apposed to having to purchase it.

**Craft Shop/Museum/Dinner Theatre**

An RFP has been drafted to engage a consultant to manage the upgrade of the building purchased, by adding a 4000 sq ft performance space for the dinner theatre. It is the economic diversification committee understanding that Council can use some of it’s 5 million in funding for the project. The project is not anticipated to be completed in 2023 but hopeful for its completion in 2024.

During Minister Parsons visit to Lewisporte, he reiterated to Councillor Pond the importance of the Town’s port and the role it may play in the mining and new wind hydrogen industry, and the continuation of our offshore.

**DieTrac**

Minister Parsons toured DieTrac, he was told of the current constraints imposed by government when it comes to block training and the associated funding allocations. It would seem that the government is favouring College of the North Atlantic. Council plans to further challenge this with Minister’s Haggie and Burn. Minister Parsons did speak on how DieTrac could fit into the mining and new wind hydrogen opportunities with respect to additional skilled trades, new training, business and industry partnerships. Councillor Pond expressed that the future of DieTrac has never been brighter.

1. **Lands Committee**

**Update by Councillor White**

Councillor White wanted to remind the public of the Town’s building permit process. He said the Town has a Municipal Plan and development regulations that we abide by, under development regulations, there are approved uses and discretionary uses, under the discretionary banner, Council would have the discretion over and above the normal regulations to approve the permit application. The purpose of the application is to ensure that Town regulations are followed. He also mentioned that the Town has made amendments to these regulations in recent months to make allowances for bigger secondary structures on properties. He urged all public to seek advice from the Town with any questions they have when making improvements to their property to see if a permit is necessary. Councillor White reminded the public that the Town has the right to put stop work orders in place for any work that is ongoing, and no permit approved for such work, he also spoke of the Town being able to take court action against the individual or business.

Councillor White did say that the committee would be making a plan review, which would probably cover a review of building regulations. He did say that the public will be invited to an open discussion for input on how the proposed changes will affect them.

Deputy Mayor Hooper added that along with a stop work order, a demolition order can be issued to anyone not adhering to regulations.

**7. Public Works**

**Update by Councillor Mullett**

**Street Paving**

Preliminary work has started on the paving project in town, the town forces have gone ahead of the contractor and have completed all necessary repairs, such as manhole grade ring replacement and adjustment of catch basins. The curb and gutter sub-contractor should be onsite shortly as this work needs to be completed prior to laying asphalt. The paving contractor is setting up the asphalt plant on the junction highway this week in preparation of laying asphalt.

**Beaumont Street Water/Sewer Upgrades**

As mentioned at the last council meeting, the town has made the decision to push commencement of this project till next spring due to delays in the tendering process. Town forces have already conducted temporary road repairs to the street to carry us thru until the upgrade is completed.

**Water Tank Project**

The water tank project is approximately 1 million over budget, we have reached out to Municipal Affairs to request an extension for funding, which was denied, and we also requested additional funding to offset the overage, however the only funding available at this time would require the town to forfeit on current projects. A final decision has not been made as to best move forward.

There was discussion by Council on the water tank project, the extensions Council applied for on the project, the delays, why the delays, and what the delays has potentially cost. There was a suggestion that a meeting with the MHA and Minister Bragg would be in order to further discuss the project.

**8. Protective Services**

Councillor Tucker brought forward a letter from a concerned resident regarding safety issues with yard sales and with the way residents advertise for these yard sales, i.e., on telephone poles. To alleviate some of the advertising issues, the protective services committee thought a solution would be to put up some bulletin boards up in the community in a designated parking lot, that would be safer to pull into and residents to view. Regarding the concerns of the parking during the yard sales, it was felt that it is more of a police matter, but committee members will bring it up at the next meeting they have with the RCMP.

A meeting will be requested with the RCMP to follow up on some of the concerns that Council has had, and see how they have been addressed.

The Protective Service committee has presented a final version of a mutual fire aid agreement for the Town of Campbellton, to Council for review. Councillor Tucker went on to provide some of the terms of the agreement.

**22-183 Tucker/Hannem**

**I move that we accept the agreement as presented, for a mutual aid agreement for fire protection between the Town of Lewisporte and the Town of Campbellton.**

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

Opposed: None

Decision: Motion carried.

With the impending storm due to hit Newfoundland and Labrador this weekend, and storms that have hit prior to this storm, the protective services committee recommended that the Town purchase a portable pump for emergency usage in times of possible flooding. Councillor Tucker went on to give the reasons why they feel it so important. There was further discussion over the timeline and cost to acquire a six-inch pump.

There was a tabletop exercise planned for this coming spring, as a result of the forest fires near our community this summer, it has given the committee members more to think about in planning for disasters. One topic that was brought up was communication with the public when all communication systems are out of order, this is an agenda item that protective services will be looking into.

Mayor Freake noted that she has received concerns over the speed of drivers, more particularly on Premier Drive. She asked if the protective services committee would bring it forward at their next meeting with the RCMP. It was also noted by Council that there are many off road vehicles driving the streets of Lewisporte, for longer stretches of road than is necessary to get from one trail to another. It was also noted that there were concerns that the speed was not being adhered to leaving Lewisporte toward Old Briton Crescent, the Town Manager reached out to the RCMP about this, the next day the RCMP had radar traps set up in town.

**9. Finance/HR**

 **Update by Councillor Hannem**

Councillor Hannem gave a report for the interest of residents and businesses in Lewisporte: The Town of Lewisporte sent out statements at the beginning of August with an explanation as to what steps Council could take to collect on outstanding accounts. To those that made payment, or called in to make arrangements, we thank you. To those that have not, management has begun to take the necessary steps to collect on the arrears from 2021 and prior. There were water shut off notices delivered last week to some, with more to come. The Town is also in the process of bringing legal action to some of our other outstanding accounts. We strongly encourage those that owe the Town to make an effort to pay on your account or make arrangements to clear it, by calling the Town Clerk at 535-2737.

**9.1 Cheque Register - Scotiabank**

**22-184 Hannem/Pond**

**Motion to approve the cheque register as presented from cheque numbers 002139 to 002203 for a total of $189,270.****75 with the exception of 002143, 002156, 002157, 002174 and 002179.**

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper was in conflict and left Chambers.

**22-185 Hannem/Pond**

 **Motion to approve cheque numbers 002143 and 002174.**

In favour: Mayor Freake, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillor Tucker was in conflict and left Chambers.

**22-186 Hannem/Pond**

 **Motion to approve cheque numbers 002156 and 002157.**

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, and White.

Opposed: None

Decision: Motion carried.

Councillor Tucker re-entered Chambers.

Councillor Pond was in conflict and left Chambers.

**22-187 Hannem/Tucker**

 **Motion to approve cheque number 002179.**

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillor Pond re-entered Chambers.

**10.** **Other Committees and/or Business**

Deputy Mayor Hooper took a moment to recognize out going President, Kyle Berg of the Lewisporte and Area Chamber of Commerce and in coming President, Tony Moyles and 1st vice chair, Councillor Rhoda Hannem. The LACC was wished a successful year.

Deputy Mayor Hooper reported that the Board of the Lewisporte Marina Administrative Authority met last week, and from what they have seen so far, this season was a very successful one. A further report will be brought forward at the next public Council meeting.

The Mayor thanked Michael Rubinoff for the invitation to Council to see the Come From Away Concert in Gander, it was a phenomenal show. She spoke of the up-front recognition given to the Town of Lewisporte along with the other communities that took in “the Plane People”. She congratulated the Town of Gander on the tremendous event. The Mayor also attended the concert in St. John’s.

**11.**  **Adjournment**

**22-188** **White/Hooper**

 **Resolved that the meeting adjourn.**

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

Opposed: None

Decision: Motion carried.

Time of adjournment: 8:21 PM

Next Public Council Meeting to be held on October 11, 2022.

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Krista Freake, Mayor Coreen Colbourne, Town Clerk/Treasurer