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**Minutes of Council Meeting**

**May 7, 2024 7:00 PM**

Present: Mayor Krista Freake

Deputy Mayor Brian Hooper

Councillors Roxanne Haliburton

Perry Pond

John Mullett

Derek White

Town Manager Todd Champion

Town Clerk Coreen Colbourne

Superintendent of Public Works Bruce Roberts

Regrets: Councillor Ken Tucker

Recreation and Tourism Manager Ashley Ivany

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

1. **Call to Order – 7:01 pm**

**24-050 White/Hooper**

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

Opposed: None

Decision: Motion carried.

Mayor Freake brought forward a land acknowledgement.

1. **Approval of Agenda**

**24-051 Hooper/Pond**

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

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

Opposed: None

Decision: Motion carried.

**3.1 Minutes for Approval -** **Regular Council Meeting April 9, 2024**

**24-052 Haliburton/Pond**

**Resolved to adopt the minutes of the Regular Council Meeting of April 9, 2024.**

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

Opposed: None

Decision: Motion carried.

1. **Recreation/Tourism Committee**

**Update by Deputy Mayor Hooper**

**Softball Field**

Deputy Mayor Hooper gave an update on the progression of the softball field. Currently the fencing is being installed, and the infield material is being spread. If the weather stays suitable, the Town is hopeful the project will be completed before long.

**Woolfrey’s Pond Campground & Boardwalk**

Construction of the comfort station at Woolfrey's Pond Park and Campground is progressing, the Town is looking forward to the completion of the building for the 2024 camping season.

A reminder was given to the trail users of the Woolfrey's Pond Boardwalk: The look out trial nearest to the playground is closed due to vandalism and repairs needed on that section of the boardwalk.

Councillor Mullett took a few minutes to remind dog owners to clean up after their pets while using the boardwalk, he said that there were bag stations at the beginning of each side for pet owners use, or he said to take a bag with you so that the mess can be cleaned up.

Deputy Mayor Hooper added that the Woolfrey’s Pond Park would be open for the upcoming Victoria Day long weekend.

**Playgrounds**

The public works staff can be seen out and about performing repairs and maintenance to the various playgrounds around Lewisporte.

**Summer Sports Program**

An adult summer sports co-ordinator will be heading up the program again this year, the program offerings and schedules are currently being worked on. The public was encouraged to stay tuned to the Town’s Facebook Page for further updates.

**Mussel Bed Soiree**

The Council has had the opportunity to look at the updated schedule of events and plans for the upcoming Mussel Bed Soiree along with the sponsorship program that is being offered. Businesses and organizations were informed that they can expect to see sponsorship packages being offered in the next while. Deputy Mayor Hooper spoke for himself and Council saying they felt the 2024 Mussel Bed Soiree was an event the community would enjoy and is hoping to see the public, businesses, organizations, and sponsors help to make the Soiree a successful one.

Councillor Pond asked if the RFP for the performance theatre had closed yet. The Town Manager responded saying that it closed on May 3rd and staff are in the process of evaluating the submissions.

Mayor Freake reminded both high school and post-secondary students that the Town is accepting applications for summer employment, she indicated that they can be found online on the Town’s website or at the high school.

She also mentioned that there have been inquiries as to when the swings would be put up in the playgrounds, the superintendent said that staff had started installing them that day.

1. **Economic Development**

**Update by Councillor Pond**

**5.1 Occupancy Permit - 24-002R (Residential); Lemuel White – to occupy 166 Road to the Isles.**

**Motion**

**24-053 Pond/Tucker**

**Occupancy Permit - 24-00R, Residential Property located at 166 Road to the Isles.**

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

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

Opposed: None

Decision: Motion carried.

Councillor Pond indicated that all projects that fall under the economic development committee, are working their way through various stages of approval.

He reported that the Request for Proposals for a Port consultant for the re-development phase of the project has closed with two submissions. The economic development committee is in the process of evaluating those and confirming that there is access to the funding. Councillor Pond did indicate that the submissions did come in on budget, so committee members were happy with that outcome.

Councillor Pond also spoke of the meeting that himself and Mayor Freake had with Scotiabank district managers of Corner Brook and Halifax. The meeting was regarding the vestiture of their assets in Lewisporte. He said the Town expressed their thoughts on how that property fits into the Town’s plans moving forward, and what the Town feels would be the best way of how it could be disposed of. Scotiabank is in the process of evaluating what their options are and after hearing what the Town had to say, Council is hoping to hear back soon of what decision they have come to. Mayor Freake added that Scotiabank indicated that Scotiabank representatives met with their real estate people this past week, and this week with their decision makers, to see which direction they prefer to move.

Deputy Mayor Hooper asked if it was felt that Scotiabank managers were receptive to the Town’s proposal. Councillor Pond indicated that Scotiabank has a disposal policy that they need to consider, along with other factors regarding where property is located and the condition of the property, but the Town’s position has been clearly indicated and he is hopeful that upper management will hear it and come back with a positive outcome. Mayor Freake added that the in-person visit of Scotiabank officials, to see where the property sits in respect to other Town properties, added a different perspective for the representatives.

1. **Lands Committee**

**Update by Councillor White**

**Motion**

**24-054 White/Hooper**

The Lands Committee has drafted a new sign policy to provide clear guidance for businesses, residents, and staff for signage that will be erected around the town. The policy captures the size limitations, location requirements and temporary uses, to name a few. Once adopted, the policy will be available for review on the Town’s website. The Council was provided with a copy of the proposed sign regulations and offered an opportunity for comment and review. As there were no significant modifications required:

**I so move to adopt the sign policy, as presented.**

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

Opposed: None

Decision: Motion carried.

Councillor White clarified that a permit is required to place a sign, whether it is temporary or permanent. Visit the Town’s website for the regulations or visit the Town Office. He also noted for the convenience of residents and businesses, a Community Bulletin Board has been placed on the South Side and across from the Post Office, for posting events or announcements.

Councillor White has taken notice that many residents are working on outside repairs over the weekends. He said that a permit is still required and to make an effort to come to the Town Office during the week to apply for a permit. He said that permits are being checked on over the weekend.

Councillor White reminded the public that clean-up week is upcoming, he encouraged property owners to take this time to clean up their property. He said that there have been clean-up orders issued for some properties, so to take advantage of the free pick-up service for your refuse, but to please see the Town’s Facebook Page for what the Town will and will not pick up, as well as where some of the items that will not be picked up can be brought for disposal. It was pointed out that clean-up week is from May 27th to May 31st, any refuse will be picked up at your home on the day your regularly scheduled garbage pick-up is.

**7. Public Works**

**Update by Councillor Mullett**

The Town of Lewisporte is the receipt of provincial funding program known as the Multi-Year Capital Works Program, the approximate amount provided to the Town is $1,000,000.00 over three (3) years. There are times that some monies are left over from completed projects and the Town can reallocate these monies to other projects or to cover cost overruns on current projects. As the King Street Outfall Project came in over budget, I make the following motions, to reallocate funding to offset these overages.

**Motion 1**

**24-055 Mullett/White**

**Be it resolved to reallocate the remaining balance of 2017-2020 Multi Year Capital Works Funding, as per schedule A, dated April 4, 2024, to project 17-MYCW-22-00071, King Street Outfall. The Council agrees to provide the Ultimate Recipient Share, as provided in Schedule A, for this reallocation, and authorizes the Town Manager to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Lewisporte.**

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

Opposed: None

Decision: Motion carried.

**Motion 2**

**24-056 Mullett/White**

**Be it resolved to reallocate the remaining balance of 2020-2023 Multi Year Capital Works Funding, as per schedule A, dated April 4, 2024, to project 17-MYCW-22-00071, King Street Outfall. The Council agrees to provide the Ultimate Recipient Share, as detailed in Schedule A, for this reallocation, and authorizes the Town Manager to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Lewisporte.**

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

Opposed: None

Decision: Motion carried.

Councillor Mullett wanted to remind residents that for clean-up week, to not put any refuse out by the side of the road before your regularly scheduled garbage day.

He also noted that patching of the streets will continue throughout the summer. He asked the public to be conscious of the crews while they are out on the streets.

1. **Protective Services**

**Update by Councillor Haliburton**

At the last committee meeting of protective services, the speed limits around town, except for Main Street and Premier Drive, were discussed. At a future public council meeting, there will be a recommendation brought forward to have a 40 km/h speed limit for all the side streets, and a further reduced speed zone around the schools and playgrounds.

**9. Finance/HR**

**Update by Councillor Haliburton**

Councillor Haliburtonreminded residents and businesses that the deadline for payment of this year’s property, water/sewer and/or business taxes is May 31, 2024. She said that a statement of account was sent out this past Friday to those residents and business owners that have balances owing. She encouraged those that have balances owing from 2023 and prior, to make every effort to pay off their balances or to call the Town Office and speak with Kyla or Coreen to make arrangements to clear their accounts.

**9.1 Heritage Society Contributions**

Motion

In the past the Dinner Theatre, operating under the Heritage Society, has availed of using Town owned facilities to showcase their productions. Because of water damage to the Old Museum Building, the Dinner Theatre has not been able to avail of this benefit in the last couple of years. Considering the extra costs involved with having to rent space, the Town would like to help the Heritage Society financially.

**24-057 Haliburton/Mullett**

**Be it resolved that the Town of Lewisporte make a monetary contribution to the Heritage Society in the amount of $10,000.00.**

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

Opposed: None

Decision: Motion carried.

**9.2 Lewisporte & Area Minor Hockey**

Motion

Over the past number of years, as a gesture of goodwill, the Town of Lewisporte has contributed to the Lewisporte and Area Minor Hockey Association, to help with year end banquet expenses, and this year is no different.

**24-058 Haliburton/Pond**

**Be it resolved that the Town of Lewisporte contribute $500.00 to the Lewisporte and Area Minor Hockey Association.**

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

Opposed: None

Decision: Motion carried.

**9.3 Cheque Register- Scotiabank (Operating Account)**

**24-059 Haliburton/Pond**

**I motion to approve the cheque register as presented, from cheque numbers 03683 to 03764, with the exception of cheque 03713 for a total of $253,390.67.**

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

Opposed: None

Decision: Motion carried

Deputy Mayor Hooper was in conflict and left Chambers at 7:29:18.

**24-060 Haliburton/Pond**

**Motion to approve cheque number 03713.**

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper re-entered Chambers at 7:29:40.

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

**DieTrac**

Councillor Pond reminded Council of the meeting with DieTrac and Auditors on May 22nd, to review the proposed MOU between DieTrac and the Town of Lewisporte.

**Lewisporte Marina Authoritative Authority**

Deputy Mayor Hooper gave an update on the LMAA, as chair of the board – He said there would be a board meeting on Monday night. He said that the Marina has started up for the season. Staff has been back to work for a few weeks preparing for the start up after the winter closure. There have been some boats put in the water to date; and with the early ice melt, as well as there not being any ice in the Bay, things will be moving ahead sooner than expected for this season.

**Mayor’s Update**

Mayor Freake spoke of the successful Youth Firefighting Program that the Lewisporte Fire Department put off this year. The closing banquet was held this past Saturday, with 32 students enrolled in the program.

A sincere thank you was extended to the firefighters and spouses/partners who played a role, congratulations were extended to the students that participated, and a thank you to the sponsors that supported it. Deputy Mayor Hooper noted that there were so many students wanting to complete the course that it had to be put off two separate nights of every week.

Councillor Mullett asked if there was any benefit to the students that completed the program if they wanted to pursue a career in firefighting. Mayor Freake said there were two benefits in completing the course. One was the students received a Newfoundland Power Certificate that would put the students ahead if they were applying for a particular type of program. Two is that many students that enter Post-Secondary Institutions are further ahead with some of the required training for various courses. She also pointed out that the program goes toward career hours which is a requirement for graduation of high school, and it shows well on a resume. Deputy Mayor Hooper also pointed out that for any person wanting to further volunteer in firefighting, the person is well trained for a starting firefighter.

The Mayor announced that she signed a proclamation for World Ovarian Cancer Day, which is May 8th.

She also took some time to recognize that this week is Nurses’ Week, she said we join them in celebrating their contributions to our health care and appreciate their efforts.

Deputy Mayor Hooper took some time to recognize the Lewisporte Fire Rescue on the occasion of their 75th Anniversary. He said a significant amount of time and effort went into planning the event by the fire department’s 75th Anniversary Committee with two retired firefighters and a few active members on the committee, taking on the huge responsibility of showcasing the accolades and the history of the Lewisporte Fire Rescue over the last 75 years. He said that the representation from the community at the afternoon event and then the evening event with invited special guests was tremendous. He felt that this event was one of the nicest the fire department has put off in the last 20 plus years since he was involved in the fire department. The Mayor said she could not have been any prouder of the Fire Department and thanked all that were involved.

**11.**  **Adjournment**

**24-061** **White/Pond**

**Resolved that the meeting adjourn.**

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

Opposed: None

Decision: Motion Carried

Time of adjournment: 7:39 PM.

Next Public Council Meeting to be held on June 4, 2024.

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Krista Freake, Mayor Coreen Colbourne, Town Clerk/Treasurer