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**Minutes of Council Meeting**

**June 4, 2024 7:00 PM**

Present: Mayor Krista Freake

Deputy Mayor Brian Hooper

Councillors Roxanne Haliburton

Perry Pond

John Mullett

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.

1. **Call to Order – 5:34 pm**

Mayor Freake brought forward a land acknowledgement.

Councillor White entered the meeting at 5:35 pm

Mayor’s Notes

Mayor Freake took time to recognize the contributions that Freake’s Ambulance has provided to the residents of Lewisporte and surrounding communities over the last 45 years. She extended her deepest gratitude on behalf of the Town of Lewisporte and the Lewisporte Fire Rescue for their collaboration, commitment to the public, and their dedicated service.

The Mayor recognized the closure of many businesses in the town, she wanted to assure the public it has not gone unnoticed, and the Council continue their efforts on strategies for economic development and growth in our community.

The Mayor welcomed the public to visit the Town Hall at 7:30 pm that evening for the Mace Tour, currently being held by the Provincial Government at various locations around the Province.

She also brought awareness to June being Senior’s Month, along with World Elder Abuse Awareness Day being June 15th, June is also Pride and Recreation Month. June 6th is Shriner’s International Awareness Day.

1. **Approval of Agenda**

**24-062 Hooper/Haliburton**

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

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

Opposed: None

Decision: Motion carried.

**3. Minutes for Approval -** **Regular Council Meeting May 7, 2024**

**24-063 Haliburton/Tucker**

**Resolved to adopt the minutes of the Regular Council Meeting of May 7, 2024.**

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

Opposed: None

Decision: Motion carried.

1. **Recreation/Tourism Committee**

**Update by Deputy Mayor Hooper**

Before giving his update, Deputy Mayor Hooper thanked the Mayor for giving him the opportunity to represent the Town at the Lewisporte Collegiate 2024 Graduation Ceremony. He presented two awards at the event, one to Jared Lake for an award in music excellence and one to Sara Budden for excellence in physical education.

**Softball Field**

Deputy Mayor Hooper said that work is ongoing at the field, weather does play a factor on what is accomplished but it is progressing. The recreation committee has scheduled a meeting with the softball field user groups.

**Woolfrey’s Pond Campground & Boardwalk**

The campground opened for the Victoria Day Long Weekend. Construction of the comfort station is nearing completion; the Town is waiting on Newfoundland Power to hook up the new service.

Deputy Mayor Hooper asked anyone who sees damage to any areas of the Boardwalk or in need of repair to please let the Town know by calling the Town Office. He also said, there is maintenance scheduled for the Boardwalk, but it will probably be mid summer before being started.

**Playgrounds**

Deputy Mayor Hooper informed residents that the playground located on First Avenue is currently closed for fence replacement. All other playgrounds are open.

Information for the **Summer Sports Program** will be available on the Town’s Facebook Page beginning tomorrow, June 5th.

**Summer Students**

Interviews for student summer employment have been completed. Those that have been successful will be notified towards the end of this week, there are positions for 16 students.

**Mussel Bed Soiree** sponsorship packages for 2024 have been sent out to businesses, he asked business owners to give the sponsorship some consideration. Deputy Mayor Hooper did say that the Town already has an official sponsor, Twin Ponds Wilderness Lodge.

Activities for the **Canada Day Celebrations** will be announced later this week on the Town’s Facebook Page.

The Town held **Pride Month Celebrations** at the Town Hall on May 31st.

**The Association for Newcomers Event** is taking place this Saturday, June 8th at the Lion’s Club in Lewisporte, this event is being hosted by the Association for New Canadians in association with the Town of Lewisporte.

All beds at the **Community Garden** have been assigned.

Correspondence for the **Hanging Basket Program** have been sent out to businesses throughout Lewisporte, any interested person, group or business is encouraged to reach out to Tiffany at the Town Office. Deputy Mayor Hooper wanted to remind supporters of the hanging basket program that only the flower baskets located on Main Street will be maintained by Town staff.

1. **Economic Development**

**Update by Councillor Pond**

**5.1 Vendor Permit - 24-001V; FBL Enterprises/The Galley – to occupy 147 Main Street.**

**24-064 Pond/Tucker**

**Vendor Permit - 24-001V; FBL Enterprises/The Galley to operate at 147 Main Street.**

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

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

Opposed: None

Decision: Motion carried.

**Port Development**

**Motion**

The Town had two (2) responses from the Request for Proposals for a port consultant for the site condition of the former government wharf. The RFP was to invite a consultant to assess its current condition to aid in the development of a plan to move the project forward. The two proposals were evaluated on experience and pricing. The economic development committee has decided to move forward with a proposal put forward by Tiller Engineering at a cost of $67, 225.00 plus HST.

**24-065 Pond/Tucker**

**I so move to accept the proposal, as presented, by Tiller Engineering.**

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

Opposed: None

Decision: Motion carried.

Councillor Pond added that the cost will come out of general operations now but is hopeful that the cost will be recovered from the economic diversification fund once the wharf has been transferred to the Town.

Deputy Mayor Hooper asked what the scope of work was for the project. Councillor Pond said it would take 8-10 weeks. There is some diver work involved, so the timing would coincide with summer. He said by the end of summer the Town would have a good understanding of the current condition of the wharf and what needs to be completed to pursue various opportunities.

**Marina**

Council has agreed to help move the Marina forward with a development plan through a consultant/staffing. The Request for Proposal for that person is currently on MERKS, the Town Manager said that to date more than 128 applicants applied for the position so it would take some time to review. The committee is hopeful that the Town will receive funding to help aid in the cost of the position.

Councillor Pond took some time to acknowledge the closures and announcement of upcoming closures in the downtown area. He feels that the Town needs to put more effort into coming up with a strategy to fill some of those spaces and make the downtown more presentable. He said that the committee is in the process of setting up a consultation with funding agencies to get some ideas about what has worked elsewhere and will hopefully develop a strategy which will include input from the public, especially from the businesses and property owners in the downtown area.

**Scotiabank**

Councillor Pond took some time to address the public on the reasons the Town had expressed such an interest in purchasing the Scotiabank building. He said that the occupancy of the building was at the forefront of the decision to seek ownership of it, because it sits at the Marina basin. The Town would have liked to have some control over what sort of business would operate there. Councillor Pond said that it was never the intent for the Town to buy the property or to compete with the private sector. Since Scotiabank has decided to list the building, Councillor Pond has said that the Town is willing to work with new owner. There were further details given around discussions with Scotiabank, and the disappointment that Council feels due to the decision of Scotiabank.

1. **Lands Committee**

**Update by Councillor White**

Councillor White wanted to remind property owners, that with repair and construction season upon us, before completing any outside work, a permit is required.

He also said that with clean up week behind us, property owners should make every effort to continue to keep their property in good order.

Councillor White put out a reminder that with the passing of a **new sign policy** by Council at the previous meeting. Anyone wishing to erect a sign should visit the Town Office to get the regulations on doing so, it ensures they meet standards.

**Mayor Freake stepped away from being Chair at 6:05 pm, Deputy Mayor Hooper assumed the role.**

**7. Public Works**

**Update by Councillor Mullett**

Councillor Mullett wanted to thank those who put their refuse out for **clean up week** at the correct time and reminded those that didn’t that it was put out too early and was an eyesore to other residents and visitors coming into town. He said that the Town was going to have to look at their policy on clean up as there were items placed at the curb that did not meet the criteria for pick up.

Councillor Mullett wanted to let residents and business owners that public works staff are currently **flushing lines**. If a passerby sees a lot of moving water on the street, it is most likely from staff discharging water.

**King Street Outfall**

The public will also see a crew at the end of King Street working on the outfall for approximately 10 -12 weeks. During that time there may be a little more traffic in town and some slowdowns in the area.

**Mayor Freake re-entered Chambers and resumed her role as Chair at 6:07 pm.**

Councillor White wanted to remind users of the **compost site**, that it is just that, a compost site. Shingles are not to be dumped there nor is a propane tank, these were items that he saw there on a recent visit. He said there is signage at the site stating what can be dumped there and how to dispose of the compostable items, he also reminded the public that there is a camera. He said if the rules continue to be taken advantage of the compost site may have to be closed. Councillor Mullett added that the use of the camera has worked in the past, abusers have been caught, and a closer watch will be kept over the site.

Regarding **clean up week** Councillor Tucker noted that some of the items put out for clean up did not come from residents of Lewisporte, which he felt is an abuse of the Towns resources. There was further discussion by Council over the matter, but Deputy Mayor Hooper reminded the public, that it is the taxpayers that ultimately pays for the extra cost.

1. **Protective Services**

**Update by Councillor Tucker**

**Speed Limits**

**Motion 1**

The protective services committee has been reviewing the speed limits set for the Town, as the members were not able to find official documentation on the subject, and to aid the RCMP in enforcing the Town’s speed parameters. The Chair of the protective services committee made the following motions.

**24-066 Tucker/Haliburton**

I so move that the maximum speed limit for vehicle use on all roads within the Town of Lewisporte with the exception of Provincial Government controlled roads (Main Street, Premier Drive and Road to the Isles Route 340) be set at 40 kilometers per hour. It will be at the discretion of the Town of Lewisporte to make any adjustments to the set speed limit of 40km/h for any concerns related to public safety.

Councillor Mullett asked about speed limits in school zones, Councillor Tucker said it was being addressed in the next motion. He withdrew the question.

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

Opposed: None

Decision: Motion carried.

**Motion 2**

**24-067 Tucker/Haliburton**

**I so move that for the purposes of Public Safety the maximum speed limit of 30 kilometers per hour be established for vehicle use in the area of Spruce Avenue, Centennial Drive and Bowater Avenue.**

Councillor Tucker added that the reason why the committee is recommending the further reduction for this area is because of the playgrounds, four-way intersection, school zones, fire hall, senior’s complex, Calypso, KinsCentre and recreational facilities.

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

Opposed: None

Decision: Motion carried

**Freake’s Ambulance**

Councillor Tucker took some time to speak about what the change in the Provincial Ambulatory Service means for the public. He reminded residents that the local phone number to Freake’s Ambulance should not be used, anyone in need of an ambulance should dial 911.

He also spoke of the service that Freake’s Ambulance provided for the Town and more specifically the Lewisporte Fire Rescue by dispatching fire emergencies for many years. The change in their services from a 24-hour service to a 12-hour service, affects dispatching capabilities. The protective services committee in conjunction with the fire chief and assistant chief, have been exploring different possibilities to cover the dispatching of calls. Councillor Tucker explained the automated system of receiving calls, for use in the interim or as a possible full-time use, if dispatching services cannot be established. He did indicate that this system is being used by many fire departments in the province. He said that an announcement will be made to let the residents know of the Town’s decision. He also said that the Town is going to attempt to provide the residents the best possible way to get the fire dispatch calls out. Residents were told to use the existing number for their fire emergency calls.

Given the change is ambulatory services, Councillor Tucker once again stressed the need to have property owners have their civic number placed in a highly visible place on the property.

The Town is close to finalizing a **mutual aid agreement** with the Local Service District of Brown’s Arm.

A request has been made to the **local RCMP** Detachment’s Corporal in charge, Corporal Collins, to schedule a meeting as a part of ongoing communication with the RCMP.

On behalf of the protective services committee and from himself, Councillor Tucker gave a heartfelt thank you to Freake’s Ambulance for providing a very valuable service to the residents, the Town of Lewisporte and the Lewisporte Fire Rescue.

**9. Finance/HR**

**Update by Councillor Haliburton**

**9.1 First Quarter Review**

Upon review of the 1st quarter of the year, Councillor Haliburton reported that all accounts are progressing at an acceptable rate. Most accounts are falling in line with what is expected. In any setting, some expenses can arise that are not anticipated and sometimes revenue exceed expectations, there was nothing to report of concern.

**9.2 Tax Sale Resolution**

**Motion**

To be compliant with the Municipalities Act 1999, I hereby make the following resolution under section 139: Direction to sell - After the time limit indicated in the notice required to be given under section 137, the council on the application of the clerk shall, by resolution, direct that the real property be sold.

**24-068 Haliburton/Pond**

**Be it resolved, with the requirements under Sections 137 to 138 of the Municipalities Act 1999, having been satisfied, the real property located at 17C Council Road is to be sold by tax sale at a public auction; the time, date and place of the auction is to be set by the Town Clerk.**

Councillor Tucker asked, for clarification, what the process was for, Councillor Pond answered saying that it was to recuperate taxes owing on the property.

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

Opposed: None

Decision: Motion carried

Councillor Haliburton added that the time, date and place will be posted in town, in 2 prominent places and advertised in a local paper, as per section 140 of the Municipalities Act 1999. She also indicated to also stay tuned to the Town’s website and Facebook Page, for further details.

Councillor Haliburton read out an excerpt from the Municipal Assessment Agency Memo

**Notice to residents and businesses:**

The Municipal Assessment Agency has completed the valuation for the 2025 tax year. The assessed values are based on market value as of **January 1, 2024**, as required by the **Assessment Act, 2006,** changes in property values will vary by local market conditions and/or physical property changes.

Property owners were mailed their assessment notices on June 3, 2024, and will have until August 2, 2024, to file a formal appeal. Property owners are encouraged to contact the Municipal Assessment Agency office to discuss any valuation issues or concerns before deciding to avail of the appeal process. The contact information for the Municipal Assessment Agency is included on the assessment notices.

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

**24-069 Haliburton/Pond**

**I motion to approve the cheque register as presented, from cheque numbers 03765 to 03829, with the exception of cheque 03768, 03786, 03795, 03798, 03800 for a total of $571,512.21.**

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

Opposed: None

Decision: Motion carried

Councillor Tucker was in conflict and left Chambers at 6:33:40.

**24-070 Haliburton/Pond**

**Motion to approve cheque numbers 03768 and 03795.**

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

Opposed: None

Decision: Motion carried.

Councillor Tucker re-entered Chambers at 6:34:08.

Deputy Mayor Hooper was in conflict and left Chambers at 6:34:16.

**24-071 Haliburton/Pond**

**Motion to approve cheque number 03800.**

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper re-entered Chambers at 6:34:31.

Councillors Haliburton and Pond were in conflict and left Chambers at 6:34:50.

**24-072 Mullett/Hooper**

**Motion to approve cheque numbers 03786 and 03798.**

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

Opposed: None

Decision: Motion carried.

Councillors Haliburton and Pond re-entered Chambers at 6:35:10.

**9.4** **Cheque Register – CIBC Account**

Councillor Mullett was in conflict and left Chambers at 6:35:23.

**24-073 Haliburton/Pond**

**Motion to approve cheque number 39348 from CIBC Account for a total of $57,500.00.**

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

Opposed: None

Decision: Motion carried.

Councillor Mullett re-entered Chambers at 6:35:51.

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

The Mayor reminded the public of the Mace Tour Event at 7:30 pm that evening in the Town Hall Chambers with MHA Bennett, Speaker of the House.

**11.**  **Adjournment**

**24-074** **White/Pond**

**Resolved that the meeting adjourn.**

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

Opposed: None

Decision: Motion Carried

Time of adjournment: 6:36 PM.

Next Public Council Meeting to be held on July 2, 2024.

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Krista Freake, Mayor Coreen Colbourne, Town Clerk/Treasurer