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## Minutes of Council Meeting

April 8, 2025 7:00 PM

Present:	Mayor (Chair)	Krista Freake
	Deputy Mayor	Brian Hooper
	Councillors	Roxanne Haliburton
		John Mullett
		Perry Pond
		Ken Tucker
		Derek White
	Town Clerk	Coreen Colbourne
Regrets:	Town Manager	Todd Champion

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

### **1. Call to Order – 7:01 pm**

Mayor Freake brought forward a land acknowledgement.

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

**25-045 Haliburton/Pond**

**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 March 11, 2025**

**25-046 Mullett/Hooper**

**Resolved to adopt the minutes of the Regular Council Meeting of March 11, 2025.**

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

Opposed: None

Decision: Motion carried.

**4. Mayor's Notes:**

Mayor Freake gave notice to the public on her upcoming attendance at a meeting with NL Health Services regarding the delivery of health services in Lewisporte. Three important topics that she wanted to discuss were the recruitment and retention of doctors and other health care professionals, delivery of emergency care and mental health services for the area.

Mayor Freake spoke of her attendance at the 50<sup>th</sup> Anniversary of the Kinsmen and Kinette Clubs of Notre Dame, there were many accolades given. She said the guest speaker, Lee Burry, did an exceptional job. She wanted to congratulate them once again for reaching that milestone and thanked all the members that have contributed to those Clubs and to those that continue to do so. She said over that time 4.1 million dollars has been given back to individuals, groups, charities and organizations by the Kinsmen and Kinettes.

Mayor Freake also spoke of her attendance at the firemen's annual banquet, to recognize the service of all the individuals that volunteer to ensure the safety of our community. She thanked the firefighters that retired in 2024 for their dedication and congratulated those that received service awards, with some of those having the distinction of having contributed 30 years of service to the Lewisporte Fire Rescue. She also spoke of witnessing first-hand, at a recent house fire, the skills they possess and their capabilities.

**5. Recreation/Tourism Committee**

**Update by Deputy Mayor Hooper**

Deputy Mayor Hooper advised that Town employees may be seen on the back of the stadium, Lion's Club and Bowling Alley, they are working on installing water and discharge lines necessary to distribute water for the splash pad. The Council is hopeful the project is on schedule for a 2025 summer opening.

Residents were encouraged to look at the Town's Facebook page to review the list of activities planned around Easter celebrations.

Deputy Mayor Hooper reported that the Mike Austin Arena has been busy, he said that enrollment in the different levels of minor hockey is through the roof. He also mentioned that the Lewisporte and Area Minor Hockey Association is hosting an Easter Tournament here this year.

He pointed out for those that have not seen the Facebook post, the Town is currently accepting applications for the **hanging basket program**. If anyone is interested in the program, please call the town office to secure your basket.

Mayor Freake took a moment to speak about the **Notre Dame Figure Skating Club Ice Show** she emceed over the weekend. It was a Disney theme and was very well performed, there were three graduating skaters present at the show, that brought some tears. She said it was an exceptional performance and wonderful to see so many of our youth involved in figure skating, she congratulated all those that participated in the event and the volunteer committee that runs the Club.

## **6. Economic Development**

### **Update by Councillor Pond**

#### **6.1 Occupancy Permit - 25-002HBB (Home-Based Business); BreCo Creations – to occupy 23 Main Street.**

**25-047 Pond/Tucker**

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

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

Opposed: None

Decision: Motion carried.

#### **6.2 Occupancy Permit - 25-004HBB (Home-Based Business); Lear's Electrical – to occupy 1 Tizzard Street.**

**25-048 Pond/Tucker**

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

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

Opposed: None

Decision: Motion carried.

#### **6.3 Occupancy Permit - 25-003R (Residential); Paul Gregory Woolfrey and Shelley Woolfrey – to occupy 1 William White Boulevard.**

**25-049 Pond/Tucker**

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

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

Opposed: None

Decision: Motion carried.

### **Motion**

Councillor Pond reported that financing for the trail upgrades, from Monroe's Pond to the Lewisporte section of the railbed, has been secured. The Town had to send out an RFP for the engineering and management of the project. The process is now completed, and the Town is now ready to award the project to Meridian Engineering Inc. for \$25,191.87 plus HST.

**25-050                      Pond/Tucker**

**I so move that we accept the bid, as presented.**

Councillor White thought he might be in conflict as he has worked for Meridian and will again this summer, but as he is not currently working for them, will not work on this particular project and has no financial gain from them winning the contract, he was declared not to be in conflict.

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

Opposed: None

Decision: Motion carried.

Councillor Pond wanted to make the public aware of the **Economic Development Forum** that the Town plans to hold on April 29<sup>th</sup> at 6:30 pm. He asked if anyone wanted to present information on that evening to please call the Town Office and register so that Council would know how many are presenting and time could be allocated to the individual or group. He said the evening would be a round table discussion; Council wanted to hear what the public thought could be some economic opportunities that the Town can undertake in the future.

Councillor Pond reported that the economic development committee met with various funding agencies regarding opportunities for the downtown area. He said that there was a **downtown development strategy** carried out around fifteen years ago; the town manager is currently working on a proposal with the funding agencies to have that **strategy updated** to enhance the Marina initiative.

The **marina project** is moving forward nicely: the economic development committee members met with the marina consultant, the structural reorganization has been established, the next steps include the business development plans.



The economic development committee is working on a strategy to allow the **Dinner Theatre Project** to proceed with a scope of work that is cost efficient to the Town, rather than have to proceed with elevated plans that the Town feels unnecessary.

Councillor Pond took time to update the public on the **Commercial Port**. The Town had consultants investigate the condition of the wharf last summer, with results that indicated the deterioration of the structure was worse than expected. In October 2024, Council provided the Province with an update on the new cost structure to bring the wharf to a point where the Town would want to pursue its acquisition, to date the Town has not received a response. Given there has been no response, Council has decided to remove themselves from the acquisition process, they are not willing to take a risk, recognizing the potential burden on the taxpayers of the town. There was further commentary by Council on the process of where they started, what transpired during it, to the time of the decision to end the process.

## **7. Lands Committee**

### **Update by Councillor White**

Councillor White brought forward the importance to potential **buyers of vacant land**, to ensure they check with Town Office staff, to find out how the property is zoned, the permitted or discretionary usage of the land, and the development plan before finalizing the purchase.

Councillor White also reminded property owners of the importance of obtaining a **permit** when maintaining or adding to the outside of your property.

Councillor White also mentioned that the lands committee will be reviewing properties after the end of April for potential **clean up orders**.

## **8. Public Works**

### **Update by Councillor Mullett**

Councillor Mullett stated that **spring clean up** is scheduled for May 27<sup>th</sup> - 29<sup>th</sup>, there are important changes to the process of collection this year that residents should be aware of. He said they would be available on the Town's website and Facebook later, and for anyone that still has questions after reviewing the guidelines, to call the Town Office for clarification.

Councillor Mullett indicated that the Town will be completing some **paving on Pine Avenue**, he pointed out the area to be upgraded was from the Four Way Intersection up to the curve of Pine Avenue.

### **Motion**

25-052            Mullett/White

Be it resolved to apply for funding through the Canada Community Building Fund under the Municipal and Provincial Affairs Department in the amount of \$116,390.00 exclusive of HST

**for the purpose of repaving Pine Avenue, from the four-way stop to the end of Birch Street on Pine Avenue.**

Councillor Mullett indicated for the benefit of residents living on the first and last section of Pine Avenue that potholes in that area would be fixed by the Town's public works staff.

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

Opposed: None

Decision: Motion carried

Councillor Mullett wanted to bring awareness to a water disruption that was to take place this coming Thursday evening, to make a repair to a water shut off on Bowater Avenue, this repair would affect the entire Town as the water tank must be drained to complete the repair. A message will be sent through the Voyent Alert! messaging system.

The public works committee has met with a consulting firm to review water quality, and the Town is working towards a viable solution. The committee will bring forward the consultant's recommendation once received, the members will then check for possible funding options and how the undertaking will be achieved.

Councillor Mullett advised that the annual aggregate and equipment rental is up for retendering, if anyone is interested in providing this service, please reach out to the Town Office.

Councillor Mullett announced that patching of pavement has started and will continue throughout the spring and summer. The Town intends to wait until a commercial paving company starts for the season to patch some of the larger sections that requires patching.

Deputy Mayor Hooper asked for more detail regarding clean up week, other Council members had questions as well, Councillor Mullett gave specifics for the clean up. Protocols for the clean up are to come.

## **9. Protective Services**

### **Update by Councillor Tucker**

Councillor Tucker reiterated Mayor Freake's sentiments regarding the annual firemen's banquet.

Councillor Tucker brought up the joint meeting held with other communities in the area around policing concerns. He suggested that the Council schedule a follow up meeting with the communities covered under the Lewisporte RCMP Detachment, it was indicated that Superintendent MacKinnon wanted to attend the next meeting, it was thought sometime in May would be a good time. Councillor Tucker felt an important item to stay on top of was the indication from the RCMP that Lewisporte was to gain a recruit.

Councillor Tucker mentioned the number of fire calls Lewisporte Fire Rescue has had to respond to in the last while.

There was commentary amongst Council regarding the availability of water in case of an emergency during the water tank shut off on Thursday evening.

**10. Finance/HR**

**Update by Councillor Haliburton**

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

**25-051 Haliburton/Pond**

**I motion to approve the cheque register as presented, for cheque numbers 04560 to 04636, with the exception of cheque 04581, 04597 and 04631 for a total of \$250,312.63.**

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

Opposed: None

Decision: Motion carried

Deputy Mayor Hooper was in conflict and left Chambers at 7:39:32.

**25-053 Haliburton/Pond**

**Motion to approve cheque number 04581.**

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper re-entered Chambers at 7:39:51.

Councillor Tucker was in conflict and left Chambers at 7:39:57.

**25-054 Haliburton/Pond**

**Motion to approve cheque numbers 04597 and 04631.**

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

Opposed: None



Decision: Motion carried.

Councillor Tucker re-entered Chambers at 7:40:18.

## **10.2 MOU - DieTrac Motions**

On May 9, 2023, Council motioned a Memorandum of Understanding (MOU) with DieTrac Technical Institute to outline the terms and details to reduce the liabilities and shareholders' equity to the Town by DieTrac by establishing a diversification and equipment fund and maintaining the repairs and maintenance on the building owned by the Town of Lewisporte. The MOU was revised to include exact amounts to be written off as a result of the establishment of these funds as determined by a shared auditor by both parties.

On behalf of the finance committee, I make the following motions:

### **Motion 1**

**25-055 Haliburton/Pond**

**I motion to rescind motion 23-066 adopted on May 9, 2023.**

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

Opposed: None

Decision: Motion carried.

### **Motion 2**

The MOU outlines the terms, responsibilities, and objectives of the partnership, and both parties have agreed to the conditions set forth. By accepting this MOU, we are acknowledging our commitment to the partnership and the goals detailed within the document.

**25-056 Haliburton/Pond**

**Be it resolved that the Town of Lewisporte accept the Memorandum of Understanding (MOU) between the Town of Lewisporte and Die Trac Technical Institute, as presented.**

Councillor Pond explained, for the public's benefit, that DieTrac did not owe the Town the amount of money, it was arbitrary taxes that was applied to DieTrac, so the MOU was a way to eliminate the taxes established. He went on to say that DieTrac has continued to contribute to the economy of the town for the last fifteen years. The MOU is a way to continue to contribute, in a more formal manner. Rather than have arbitrary numbers being applied to both parties balance sheets, it is a more formal arrangement in which the Town will have concrete reflections on what their contributions are.



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

Opposed: None

Decision: Motion carried.

### 10.3 Request for Proposal Acceptance – Chandler

The Town of Lewisporte issued a Request for Proposal (RFP) for janitorial supplies for its facilities. Following the closing of the RFP, one submission was received, from Chandler Sales. The submission has been reviewed for compliance, and all requirements outlined in the RFP have been met.

As next steps, this proposal should be brought forward at the Public Council Meeting for consideration and approval.

**25-057 Haliburton/Pond**

**The Town of Lewisporte recently issued an RFP for janitorial supplies for all Town facilities, the RFP closed on March 14<sup>th</sup> and submissions were reviewed to ensure compliance. I hereby motion to award the supply of janitorial supplies for a twelve (12) month period, with an option to extend an additional twelve (12) months, to Chandler Sales.**

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

Opposed: None

Decision: Motion carried

## 11. Other Committees and/or Business

Councillor White reported that the Community Action Advisory Committee would be meeting the next day, with NL Health Services. Councillor White is a member of the committee. Mayor Freake indicated that she was attending a meeting with NL Health Services earlier in the same day.

Councillor White spoke of the knowledge he gained while attending the Municipalities Newfoundland and Labrador (MNL) Central Regional Meeting in Twillingate. One point of interest he brought forward from the meeting was regarding the monitoring of sewer treatment. Government is going to come up with a program for municipalities, to train an employee in the monitoring process. MNL is hoping to see money in the Provincial budget tomorrow for this training. There was further discussion by Council on the topic. Another point of interest from the meeting was housing, Councillor White said there are different funding streams that can be applied for if someone wanted to take on that venture. He also said that there are fifteen (15) different sources of funding, for various projects, that can be utilized, for municipalities. One

funding source that Councillor White found intriguing is funding for water studies, he continued to say that if applied for, a municipality can get up to \$50,000.00 for the study and engineering fees. There was further discussion amongst Council on funding streams.

## 12. Adjournment

25-058      Hooper/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: 7:54 PM.

Next Public Council Meeting to be held on May 6, 2025.



Krista Freake, Mayor



Coreen Colbourne, Town Clerk