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Minutes of Council Meeting

September 23, 2025 7:00 PM

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

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

1. Call to Order – 7:04 pm

Mayor Freake brought forward a land acknowledgement.

2. Approval of Agenda

25-127 Hooper/Haliburton

Resolved to adopt the agenda, as presented.

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

Opposed: None

Decision: Motion carried.

3. Minutes of Previous Meetings

3.1 Minutes for Approval - Regular Council Meeting, August 26, 2025.

25-128 White/Tucker

Be it resolved to adopt the minutes of the Regular Council Meeting of August 26, 2025.

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

Opposed: None

Decision: Motion carried.

4. Mayor's Update

The Mayor reserved her comments for later in the meeting.

5. Recreation/Tourism Committee

Update by Deputy Mayor Hooper

- The minor soccer program has finished for the year, a warm thank you was offered to all those involved in supporting our youth.
- Lewisporte Collegiate will host a provincial softball tournaments on September 25th and on October 16th - 18th.
- Woolfrey's Pond Park had an extended season.
- The arena is scheduled to start for the season on October 1st.
- Work on the boardwalk at the train park will continue.
- The splash pad is now complete and operational, with fencing to be finished by the end of the week; an official opening is planned for the spring/summer.
- The Deputy Mayor also provided a four-year review of major recreation investments, including the renaming of the arena, significant maintenance to the stadium, a new kiosk and comfort station and surface rebuild at Woolfrey's Pond Park and Boardwalk, softball field upgrades, and the new \$1 million splash pad complex.
- Mayor Freake added to the term review by highlighting the Town's commitment to hosting special events and the wide range of activities offered to the public.

6. Economic Development

Update by Councillor Pond

- The committee is disappointed that the Premier did not follow up on infrastructure for the Port of Lewisporte.
- The council successfully secured a \$5 million economic diversification fund from the province, which has been used to purchase the marina (eliminating a \$40,000 lease), purchase and plan the retrofit of the dinner theatre, and leverage federal funds for a \$1.3 million railway upgrade project at no cost to the Town.
- Architectural consultants are developing scenarios for the marina's redevelopment.

- The dinner theatre floor plan is finalized, with hopes to begin work in the fall or tender in the spring.
- The railway upgrades are progressing well and are expected to be completed in 5-6 weeks.

7. Lands Committee

Update by Councillor White

- It has been a good year for permits, with many residents upgrading their properties.
- The committee, including Deputy Mayor Brian Hooper, has balanced objections and approved most permits.
- A major accomplishment was the upgrade of the Town's building development regulations, which are now awaiting final approval from the provincial government.
- Thanks were extended to citizens for their property upgrades.

8. Public Works

Update by Councillor White

- The Town crew cleaned up a significant amount of garbage on Rod and Gun Club Road, a costly endeavor involving excavators, loaders, and dump trucks. This is an ongoing issue in multiple areas, and the cost is borne by taxpayers.
- The public is urged to report any illegal dumping to help police these areas.
- Patching of streets and potholes is being addressed, with the Town using its own recycling machine for smaller jobs.
- There are ongoing issues at the compost site with people improperly disposing of large trees, pallets, and leaving waste in plastic bags, which adds to the Town's costs.

9. Protective Services

Update by Councillor Tucker

- A debriefing was held with the fire department regarding the summer woods fire. Key takeaways include the need for improved communication. To address this, a dedicated communications person will be appointed on-site during major incidents, Town staff will be equipped with portable radios, and the Town office's VHF radios will be upgraded with staff trained in their use.
- A formal operations policy is being developed to clarify roles and responsibilities during emergencies.
- The firefighters who assisted with the Avalon wildfire were recognized with new coveralls, a \$500 payment per firefighter, the fire department will receive \$10,000 and \$1,000 for the Town.
- The late firefighter Barry Budden was honored in Ottawa for his 40 years of service.
- The local RCMP detachment is now fully staffed with five active members.
- The committee discussed the potential for designating specific streets for legal ATV use, particularly around the Woolfrey's Pond area.

- Gratitude was expressed to the Protective Service committee, fire department and its executive, and the police for their strong working relationship, which is vital for the community's growth.

Mayor Freake also noted:

- The volunteer fire department was to be highly commended for its commitment to training, expertise, and recruitment, maintaining a very positive relationship with the council and ensuring readiness for any situation.
- The relationship with the RCMP is also strong, with the detachment now fully staffed with five members, and the council plans to advocate for an additional member and a mobile crisis unit to address mental health issues.

Councillor Pond concluded that public safety remains a top priority, and the council attributes its success in achieving community goals to hard work, dedication, and collaborative efforts.

10. Finance/HR

Update by Councillor Haliburton

10.1 Cheque Register- CIBC Operating Account

25-129 Haliburton/Pond

I motion to approve the cheque register as presented, for EFT's 118 to 174, and cheque numbers 39446 to 39462 and 39470 to 39482 with the exception of EFT's 122,125,142,145 and 153, and cheques 39448 and 39451, for a total of \$525,471.40.

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper was in conflict and left Chambers at 7:59:31.

25-130 Haliburton/Pond

Motion to approve EFT 153.

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper re-entered Chambers at 7:59:57.

Councillor Tucker was in conflict and left Chambers at 7:59:57.

25-131 Haliburton/Pond

Motion to approve EFT 145, and cheque numbers 39448 and 39451.

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

Opposed: None

Decision: Motion carried.

Councillor Tucker re-entered Chambers at 8:00:25.

Councillors Haliburton and Pond were in conflict and left Chambers at 8:00:33.

25-132 Hooper/Tucker

Motion to approve EFTs 122, 125 and 142.

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

Opposed: None

Decision: Motion carried.

Councillors Haliburton and Pond re-entered Chambers at 8:01:05.

10.2 2nd Quarter Review

Councillor Haliburton reported that the second quarter report indicated that most accounts and budgets are in line with projections, with some variances in expenses and revenues being normal.

10.3 Destination Lewisporte Grant

Destination Lewisporte requested the Town's support in the amount of \$1,000 annually over five years to assist with their tourism initiatives. Council recognizes the important role Destination Lewisporte plays in promoting the community and supporting local businesses, and therefore makes the following motion:

25-133 Haliburton/Pond

Be it resolved that the Town of Lewisporte provide financial support to Destination Lewisporte in the amount of \$1,000 per year for five (5) years, totaling \$5,000, to assist with its ongoing tourism initiatives.

Councillor White asked if this was for the tourism committee, the answer was yes.

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

Opposed: None

Decision: Motion carried.

10.4 Fire Department Annual Convention Policy Update

Background:

The current Fire Department Convention Policy allows for five (5) members, including the Fire Chief, to attend the annual Firemen's Convention with costs covered by the Town. After review, the Fire Department executive has recommended updates to the policy, along with decisions of Council. The main changes include:

- Reducing the number of members eligible to attend under Town contribution from five (5) to four (4), including the Fire Chief if they so desire.
- Clarifying that the Town will cover registration, accommodations, transportation, and meals for four (4) firefighters and their guests.
- Updating transportation coverage to reflect the basic government rate.
- Allowing advances for transportation, meals, and incidentals upon request, provided a convention itinerary is submitted.
- Meals allowance to follow the Town's AD5 Travel & Expense Policy.

These changes were recommended to better align with current practices and ensure clarity in cost coverage.

25-134 Haliburton/Pond

Be it resolved that the Town of Lewisporte adopt the updated Fire Department Convention Policy FD04, reducing the number of members attending under Town contribution from five (5) to four (4) and incorporating the outlined updates to cost coverage and procedures.

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

Opposed: None

Decision: Motion carried.

Councillor Haliburton took a moment to thank Mayor Freake and her fellow Council members for their help in transitioning her to municipal government.

11. Other Committees and/or Business

An update from the Lewisporte Marina Administrative Authority was presented by the Chair of the Board, Deputy Mayor Hooper, with additional remarks from Councillor Tucker. The marina experienced a

successful season beginning in May, welcoming numerous visitors and benefiting from several positive changes implemented by the Board. It was noted that the marina continues to see significant improvements and holds a promising, busy future as a valuable asset to the Town.

A report on the Quadapalooza ATV event was presented: The event attracted 396 registered participants, with 350 visiting Lewisporte. The upgraded trails received positive feedback, leading to increased traffic and business. A second event is scheduled for October 2025 due to its success. The positive impact for the businesses in the community with the ongoing improvements to the ATV Trail into Lewisporte was discussed among Council members.

Councillor White reported that the Community Health Advisory Committee is currently without a chairperson, which has led to inactivity. He suggested that a local person should take over the chairperson role, or the committee will serve no purpose. They also proposed that the next council should develop its own structure for health recruitment and advocacy, as the current advisory committee has been ineffective.

The DieTrac Technical Institute was presented by the board chair, Councillor Pond: The school is operating at near capacity. The next meeting will be held after the municipal election. There are still vacancies on the board for those interested in joining.

Councillor Pond took a moment to express his gratitude to the staff and fellow councillors for their professionalism, dedication, and constructive debates, highlighting the Town's strong financial position and setting a positive path for future councils.

Councillor Tucker thanked all council members, staff, and the fire department for their support and hard work over the past four years, emphasizing the collaborative effort to move the town forward.

Councillor White thanked everybody for the opportunity again to serve on council and be part of a great team. And that team has one goal in mind, to make this town... the best that it can be, and the hub of Notre Dame Bay and Central Newfoundland too. He thanked the residents for their patience regarding the delayed development regulations, which are awaiting government approval. He also encouraged residents to continue maintaining their properties and humorously reminded them not to forget their permits.

The Deputy Mayor thanked the councillors, all staff members, and the residents for their support. He expressed his gratitude to the Mayor for her leadership and trust in him.

The Mayor thanked the council members for their service and for running for re-election. She acknowledged the courage of new candidates and reflected on the challenges and collaborative spirit of the council. She also extended her gratitude to the Town staff and wished all candidates the best in the upcoming election.

12. Adjournment

25-135 White/Pond

Resolved that the meeting adjourn.

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

Opposed: None

Decision: Motion Carried

Time of adjournment: 8:39 PM.

A handwritten signature in blue ink, reading "Krista Freake", written over a horizontal line.

Krista Freake, Mayor

A handwritten signature in blue ink, reading "Coreen Colbourne", written over a horizontal line.

Coreen Colbourne, Town Clerk