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### Minutes of Council Meeting

November 18, 2025 7:00 PM

Present:	Deputy Mayor (Chair)	Betty Clarke
	Councillors	Lisa Grimes
		John Mullett
		Perry Pond
		Ken Tucker
		Derek White
	Town Manager	Todd Champion
	Town Clerk	Coreen Colbourne
Regrets:	Mayor	Krista Freake

Deputy Mayor Clarke welcomed fellow Councillors and management, and brought greetings to those watching on Facebook. She also passed along Mayor Freake's regrets.

Deputy Mayor Clarke brought forward a land acknowledgement.

**1. Call to Order – 7:04 pm**

**2. Approval of Agenda**

**25-143 White/Pond**

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

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

**3. Minutes of Previous Meetings**

**3.1 Minutes for Approval - Regular Council Meeting, September 23, 2025.**

**25-144      Mullett/Tucker**

**Be it resolved to adopt the minutes of the Regular Council Meeting on September 23, 2025.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

**Minutes for Approval – Special Meeting of Council, October 1, 2025.**

**25-145      Pond/White**

**Be it resolved to adopt the minutes of the Special Meeting of Council on October 1, 2025.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

**Minutes for Approval – Swearing In Ceremony, October 14, 2025.**

**25-146      Tucker/Mullett**

**Be it resolved to adopt the minutes of the Swearing In Ceremony on October 14, 2025.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

**Minutes for Approval – Special Meeting of Council, November 4, 2025.**

**25-147      Pond/White**

**Be it resolved to adopt the minutes of the Special Meeting of Council on November 4, 2025.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

#### **4. Community Events & Acknowledgements**

- The council thanked everyone who participated in the Remembrance Day service despite the poor weather.
- The Kinsmen Club was thanked for sponsoring soup and sandwiches after the service.
- The community bonfire was noted as well-attended by all ages, with hot chocolate, s'mores, and wieners served by recreation staff and councillors.
- The fireworks display was described as spectacular.

#### **5. Recreation/Tourism Committee**

- The committee has formalized an action sheet to track progress on its initiatives.
- **Mussel Bed Soiree**
  - Planning is underway for the 40th anniversary, with the committee aiming to "change things up a little bit."
  - A formal package will be presented to the council in the next few weeks.
- **Stadium Operations**
  - The stadium is up and running after a minor equipment malfunction caused a short delay. The issue will be permanently fixed when the stadium shuts down for the season.
  - A canteen agreement has been finalized with Lewisporte & Area Minor Hockey.
  - Budget requests for the upcoming year will include an ice condition laser level and an extra battery for the edger.
  - The recreation manager is gathering quotes for a grant program to replace the ice surface lights with LEDs, with work potentially starting at the end of the season.
- **Woolfrey's Pond Park**
  - The Woolfrey's Pond Park's extended season numbers are not yet finalized, but the general season's numbers were on par with last year. Council will decide whether to continue the extended season next year.
  - Work is being done on new highway signs, entrance signs, and entrance beautification, which should be in place before the next park season.
  - The final section of the boardwalk trail, from the end of Sunset Boulevard to the Park, has been prioritized for repairs.
- **Playgrounds, Facilities & Trails**
  - A project is planned to add coverings to the existing dugouts on the main ball field and construct new dugouts on the "ladies' field."
  - A grand opening for the splash pad and recreational complex is planned for the spring, which will include reintroducing the name on the men's ball field.
  - Playgrounds are scheduled to close, though there have been requests from residents to extend the season.
  - The Train Park trail is progressing and is expected to be completed this fall.
  - A request to upgrade the trail on Pepperbox Hill was noted and will be added to the committee's action sheet for consideration with grant applications.
- **Dog Park**
  - A request regarding a park for bigger dogs was received and will be added to the action sheet for the next meeting.
- **Liquor Licenses**

- The committee plans to discuss the long-standing issue of liquor licenses with the full council to gather input before making a formal recommendation.
- **Upcoming Christmas events were announced:**
  - The tree lighting will be on December 4th.
  - The Christmas parade is scheduled for December 6th.
  - The Train Park event will be delayed past the originally planned December 10th or 11th due to ongoing construction.

## 6. Economic Development

- **Dinner Theatre**
  - A tender package to complete the building envelope, including extension work and exterior changes, is nearly ready. A second tender will be issued for interior completions.
  - A follow-up meeting with a consultant and a Heritage Society member is scheduled for the next day to discuss minor changes.
- **T'railway & Marina**
  - Upgrades to the T'railway are nearing completion and are expected to be finished by the end of November.
  - The marina steering committee is reconvening with a meeting scheduled for Monday to develop a strategy.
- **Commercial Port**
  - The committee is continuing to explore opportunities and plans to meet with the new MHA and Minister of Transportation and Infrastructure.

### 6.1 Occupancy Permit - 25-012R (Residential) – 164 Road to the Isles

**25-148 Pond/Tucker**

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

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

### 6.2 Occupancy Permit 25-013HBB (Home-Based Business) for T&S Cleaners at 4 Carson Place.

**25-149 Pond/Tucker**

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

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

**6.3 Occupancy Permit 25-011C (Commercial) for Penny Pincher at 465 Main Street.**

Councillor Pond was in conflict and left chambers at 7:19:45

**25-150 Tucker/Mullett**

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

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillor Pond re-entered chambers at 7:20:10

**7. Lands Committee Report**

- The committee met but had no new permits or policies to bring forward.

**8. Public Works**

- Councillor White noted that concerns and suggestions from residents during his campaign walkabout have been passed on to the relevant committees, with most falling under Public Works.
- **Snow Clearing Period**
  - The Town's snow clearing period runs from December 1st to April 30th.
  - During this time, the Town is not responsible for clearing snow from streets outside its boundaries or not owned by the Town.
  - Parking an unattended vehicle on any street between 12:00 midnight and 8:00 a.m. is prohibited.
- **Garbage Collection**
  - Residents are reminded to cover their garbage to prevent crows and gulls from creating a mess. Garbage truck operators will not clean up refuse that is not properly bagged.
- **Sale of Used Town Equipment**
  - An online auction will be held in the coming weeks to sell used town equipment.
  - Items for sale include old pickup trucks, a dump truck, a weight scale, a loader, and a steam jenny.
  - The equipment will be sold "as is" and some items date back to the 1990s.
  - The sale will be announced on the Town's website and Facebook page once details are finalized.

- **Oak Street Ditching**
  - A resident expressed concern about an open ditch.
  - Work on this project was paused due to an asphalt removal project taking precedence.
  - The crew will return to the project soon, with the goal of completing it before winter.
- **Snow Clearing Policy and NAPE Settlement**
  - A settlement was reached with NAPE regarding a previous snow clearing policy.
  - The policy from January 14th, 2025, which guaranteed workers seven days a week, will be removed.
  - The "10 and 4" work schedule is off the table until the next collective bargaining period.
  - A payment of \$13,700 in damages was made to five members.
  - A new draft snow clearing policy has been developed by Public Works and will be provided to the council for review.
  - The new policy will be discussed at a management meeting in two weeks, likely on December 2nd.

## 9. Protective Services

### 9.1 Emergency Preparedness Plan Motion

25-151      Tucker/Grimes

**I motion to accept the Town's revised emergency preparedness plan draft, as presented.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

- **Emergency Plan**
  - The council passed a motion to accept the revised draft of the Town's emergency plan.
  - The plan will now be submitted to the provincial government for final approval.
  - Once approved, the Town can proceed with planning a tabletop emergency exercise, hopefully in the spring.
- **RCMP Resources**
  - The mayor will follow up on a previous request to the Minister of Justice for one additional RCMP member and a mobile crisis unit for the local detachment.
- **Jaws of Life Replacement**
  - The fire department's current Jaws of Life, purchased in the 1980s, is aging and has failed twice in recent practices.
  - The department serves a wide regional area, including the Trans-Canada Highway and Route 340.
  - An application for provincial funding was submitted in March, but no response has been received.
  - Due to the urgency and safety risk, the fire department has requested that the council consider purchasing the new unit directly.

- New battery-operated models were demonstrated last year and are considered much faster and more mobile, which is critical for rescue operations.
- The cost for the new equipment is approximately \$97,000, with a life expectancy similar to the old unit.
- The provincial government has a total equipment budget of only \$300,000 for the entire province, making it unlikely the Town will receive funding through that channel.
- The fire department has offered to contribute \$10,000 it received for assisting with wildfires on the east coast towards the purchase.
- The Town has approximately \$86,000 in a reserve fund for equipment purchases, which could potentially cover the remaining cost.
- Council agreed that this is an urgent, life-saving matter and a decision should be made in weeks, not months.
- The initial plan is to meet with the newly sworn-in MHA to seek provincial funding before the Town commits to purchasing the equipment itself.

- **Youth Firefighter Program**
  - The Youth Firefighter Program is scheduled to begin in early January.
  - The program is open to 20 students in grades 10 to 12.
  - The application deadline is November 27th, and applications are available at local schools or through the fire department.

## 10. Finance/HR

### Motion

#### **Conflict of Interest Vote**

Councillor White declared that he felt he may be in a conflict of interest regarding invoices from a company he worked for until October 2<sup>nd</sup>. Under section 6, subsection 5 of the Code of Conduct Act, he asked for Council's vote to determine if they felt he was in conflict.

#### **25-152      Grimes/Pond**

**Be it resolved that Councillor White is not in a conflict of interest on the payment of invoices.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, and Tucker.

Opposed: None

Decision: Motion carried.

#### **10.1 Cheque Register- CIBC Operating Account**

#### **25-153      Grimes/Mullett**

**I motion to approve the cheque register as presented, for EFT's 175 to 260, and cheque numbers 39483 to 39508 and 39515 to 39520 with the exception of EFT's 185, 241, 221, 231, and cheques 39493 and 39495, for a total of \$398,281.39.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillor Tucker was in conflict and left Chambers at 7:52:24.

**25-154      Grimes/Mullett**

**I motion to approve EFT 185 & 241, and cheque numbers 39493 and 39495.**

In Favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond and White.

Opposed: None

Decision: Motion carried.

Councillor Tucker re-entered Chambers at 7:52:46.

Councillor Mullett was in conflict and left Chambers at 7:52:54.

**25-155      Grimes/Pond**

**I motion to approve EFT 221.**

In Favour: Deputy Mayor Clarke, Councillors Grimes, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillor Mullett re-entered Chambers at 7:53:14.

Councillor Pond was in conflict and left Chambers at 7:53:21.

**25-156      Grimes/Mullet**

**I motion to approve EFT 231.**

In Favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillor Pond re-entered Chambers at 7:53:38

#### **10.2 Cheque Register – Scotiabank**

**25-157 Grimes/Mullett**

**I motion to approve the cheque register as presented, for cheque number 4772 for a total of \$850,000.00.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

#### **10.3 Financial Report (January 1st - September 30th)**

- The finance committee reviewed the Town's financial position and found no major concerns.
- Both revenues and expenses are generally in line with budget expectations for this point in the year, with some minor variances that balance out.

#### **10.4 Motion: Kids Eat Smart Breakfast Clubs**

The Town of Lewisporte recognizes the importance of supporting programs that contribute to the health and well-being of local students. The Kids Eat Smart Foundation provides nutritious breakfasts to children across Newfoundland and Labrador, helping them start their school day ready to learn. In support of this valuable initiative, the Town wishes to make a financial contribution to the three local schools in Lewisporte that participate in the program.

**25-158 Grimes/Mullett**

**Be it resolved that the Town of Lewisporte donate \$100.00 each to the Kids Eat Smart Breakfast Clubs at Lewisporte Academy, Lewisporte Intermediate, and Lewisporte Collegiate, in support of the Kids Eat Smart Foundation, for a total contribution of \$300.00.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

#### **10.5 Motion: To Hire T & S Cleaners**

The Town has completed the required procurement procedures for cleaning services at the Town Hall and Fire Hall. As a result of this process, the following motion is presented for Council's consideration.

**25-159 Grimes/Mullett**

**Be it resolved that the Town of Lewisporte accept the proposal from T & S Cleaners to provide cleaning services for the Town Hall and Fire Hall, effective upon completion of all required documentation and approvals.**

**Further that the Town proceed with finalizing the necessary arrangements to begin services as soon as possible.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

### **11. Other Committees and/or Business**

#### **Access to Information and Protection of Privacy (ATIPP) Policy**

- Council discussed establishing a policy for handling ATIPP requests, as one is not currently in place.
- Under provincial regulations, the Town can charge for the effort required to compile information after an initial 10 hours of free work.
- A recent ATIPP request related to snow-clearing was estimated to take 15 hours to complete.
- Two main viewpoints were discussed for the new policy:
  - One perspective suggested that financial information should always be provided for free, as it should be readily available, while charges could apply for compiling other documents like emails and recordings.
  - The opposing view was that a charge should apply for any work exceeding the 10-hour threshold, regardless of the type of information, to recover costs and deter overly broad requests.
- The decision made will set a precedent for a formal policy moving forward.

### **Policy on Charging for ATIPP Requests**

- There was a discussion on whether to charge for ATIPP requests, particularly for financial information which some members felt should be readily available at no cost.
- It was noted that compiling information for requests, especially those going back several years like six years, can take a significant amount of time, potentially more than 10 hours.
- The town manager mentioned that applicants have the right to appeal any charges, and these appeals are sometimes successful, overturning the town's ability to charge.
- A suggestion was made to establish a consistent policy to charge a set rate of \$25 per hour for any work exceeding a certain threshold, such as 10 or 15 hours, to avoid case-by-case decisions.
- A motion was passed to charge for ATIP requests that require more than 10 hours of staff time, with the specific cost to be determined by the town manager and clerk.

#### **Motion:**

**25-160      Mullett/Grimes**

**I motion that after 10 hours of a community's request, there would be a cost recovery method, at the decision of the town manager or clerk, for ATTIPP requests.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett and White.

Opposed: Pond and Tucker

Decision: Motion carried.

Councillor Pond expressed his appreciation for former MHA Derek Bennett

- Acknowledging his service and contributions to the community.
- While disagreements occurred, he was respected for his work, and it was felt that the community is better off for his term.
- Council wished him well in his retirement and looks forward to working with the new MHA to continue advancing the Town's files.

### **Update - Environmental Cleanup Order Update**

- The town manager provided an update on an environmental cleanup order received for the storage of asphalt and concrete behind the water tank.
- The order was issued due to the large volume of material stored, not its proximity to the watershed or residential areas.
- The Town has since received temporary approval to use the site for storage, which provides more time to properly dispose of or reuse the asphalt.
- An application is also pending to use the stored concrete for sub-site outfall expansions.

**12. Adjournment**

**25-161      Pond/Tucker**

**Resolved that the meeting adjourn.**

In favour: Deputy Mayor Clarke, Councillors Grimes, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion Carried

Time of adjournment: 8:16 PM.

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Betty Clarke, Deputy Mayor

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Coreen Colbourne, Town Clerk