



P.O. Box 219  
Lewisporte, NL A0G 3A0  
Phone (709) 535-2737  
Fax (709) 535-2695  
Website: [www.lewisportecanada.com](http://www.lewisportecanada.com)

## Minutes of Council Meeting

July 28, 2020 7 p.m. Via Zoom

Present:	Mayor	Betty Clarke
	Deputy Mayor	Krista Freake
	Councillors:	Brian Hooper
		Kenneth Tucker
		Perry Pond
		Derek White
	Town Manager	Brian Peckford
	Town Clerk	Elaine Bursey
	Supt. Public Works	Todd Champion
	Recreation and Tourism Manager	Ashley Ivany
Regrets:	Councillor	Stephen Hollett

### **1. Call to Order**

Mayor Clarke called the meeting to order at 7:22 p.m.

### **2. Agenda**

20-125 Hooper/White

Resolved to adopt the agenda as presented.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

### **3. Minutes**

#### **3.1 Council Meeting July 6, 2020**

20-126 White/Hooper

Resolved to adopt minutes of the July 6, 2020 regular Council meeting as circulated.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

### **4. Recreation/Tourism**

#### **4.1 Updates by Deputy Mayor Freake**

- Inserted below is a copy of the stadium update read by Deputy Mayor Freake:

Use of government funding requires a process controlled by the Department of Municipal Affairs and Environment, which includes the mandatory use of consultants. The town is also legally required to follow the Public Procurement Act for purchases of goods and services.

June 15, 2020

- Stadium Retrofit Project - Engaging Consulting Services - SNC-Lavalin Inc. Approval Letter - received by the Town of Lewisporte from Department of Municipal Affairs and Environment.

- Town to have SNC Lavalin submit a PCA (Prime Consultant Agreement) to Department of Municipal Affairs and Environment

July 2, 2020

- Stadium Retrofit Project PCA Approval Letter – received by Town of Lewisporte from Department of Municipal Affairs and Environment, approving the signing of the PCA and project start.

Friday, July 3, 2020

- Plant Shut Down and Construction Timelines – received from SNC Lavalin

“As a follow up to our call this morning, we are recommending the Lewisporte Arena Plant not be started until the following items have been completed due to current unsafe operation conditions:

- Fix chiller liquid feed system.
- Correct brine pump piping to prevent cavitation.
- Replace refrigeration plant control panel.
- Overhaul compressors.”

July 3, 2020

- SNC Lavalin confirmed project schedule - the stadium will be out of commission until late January/February 2021.

July 9, 2020

- Recreation and Tourism Committee Meeting

- Update to Committee, SNC-Lavalin does not recommend turning the ice plant on, even to test for ammonia leaks, until the retrofit is done.

July 9 – 22, 2020

- Due to:

1. Lost recreational opportunities for youth
2. Stadium enjoyment by parents and residents
3. Impact of Covid-19 on youth social activities
4. Economic impact of Covid-19 on businesses further compounded by stadium closure
5. Long-term impact on user groups

- Council & Staff exploring any possible solutions/options:

- Immediate safety issues addressed now versus total project
- Outdoor rink, use of stadium without ice i.e. ball hockey

- Any way possible to mitigate the impact of the stadium closure or to reduce the time the stadium will be not in operation

#### July 22, 2020

- Recreation and Tourism Committee Meeting
- Possible use of portable refrigeration unit to be used in the interim as work on stadium plant progresses
- (July 21) potential suppliers of portable refrigeration units, initial discussions with Department MAE, MHA, SNC Lavalin on logistics, costs, government funding, etc,

#### Monday, July 27, 2020

- Received from SNC Lavalin
- “Based on our review of the provided information on the temporary refrigeration unit for Lewisporte Arena we do not foresee any issues and feel it is a good alternative to provide an operational arena at an earlier date than the estimated timeline of February 2021 should we proceed with the plant upgrades only.
- Some other items that need to be confirmed before proceeding with ordering of the unit.”

Council & staff have diligently worked and continue to work on all possible solutions to the stadium issue, for the benefit of the youth, parents, user groups, residents, and businesses.

The use of a portable refrigeration unit is an option for the stadium to remain operational while the other work is being completed.

As soon as the actual costs are available which is within a few days, I will be asking council to approve the use of the portable refrigeration unit so no time will be lost at the stadium.

- Councillor Pond added that prior to Covid-19, when issues with the stadium were identified, Council was proactive in its efforts to secure funding. Requests were submitted to Municipal affairs for re-allocation of funding. Approval from Municipal Affairs was required prior to moving forward with the consultant.

#### **4.2 New Self-Propelled Ice Resurfacer**

20-127 Freake/Hooper

Resolved to approve tender for new Self-Propelled Ice Resurfacer (Zamboni) – Tender #2020-001 granted to Saunders Equipment Ltd. at a cost of \$119,600.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

#### **4.3 Further Updates from Deputy Mayor Freake**

- Mussel Bed Soiree plans are moving forward. Activities and events will adhere to public health recommendations.
- Committee recommends moving forward with a floating fountain for Woolfrey’s Pond.
- Craft and Trade Show - Due to Covid-19 restrictions regarding the size of gatherings, committee recommends postponing the Craft and Trade Show to September 2021. Vendor deposits for 2020 can be refunded or credited toward 2021.

- Signage and Branding – discussion is ongoing regarding signage and Town of Lewisporte branding.
- Expansion of Hanging Basket Program – allow for the purchase of memorial baskets. The Town will maintain baskets on main thoroughfares only, residents will be responsible for other streets.
- Programs offered by students have been successful.
- Deputy Mayor Freake invited Councillor Tucker to give an update on the Town of Lewisporte sign and Recreation/Tourism Manager Ashley Ivany to give an update on the new Town Website.

#### **4.4 New Town Website**

- Website Committee is working diligently on the new website. Goal is to have it go live within the next few weeks.
- Currently seeking a host for the website and arranging for staff to be trained on updating the website.
- A resident has volunteered to provide some photos for the Town website.

#### **4.5 Welcome to Lewisporte Sign**

20-128 Tucker/Freake

Resolved to award the contract for a new Town of Lewisporte sign to Bursey Signs (the lowest bidder) at a cost of \$3350.00 including installation. Image to be provided to Bursey Signs by the Town.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

- Council is reviewing a selection of images and the chosen image will be forwarded to Bursey Signs.

### **5. Economic Development**

#### **5.1 Updates by Councillor Pond**

- Woolfrey's Pond Park expansion project is progressing and will soon be ready for tender.
- Marina Development Plan – working through funding.
- Economic Diversification Strategy - Meetings with Liberal Candidates, John Abbott and Dr. Andrew Furey were positive. Optimistic to have a successful resolution once new Liberal leader is chosen.
- Mayor Clarke and Councillor Pond have been on open line to keep the discussion active.
- A draft lease arrangement has been received for the management of the existing port. Some strong components are missing, council has communicated same to MHA Bennett and discussions are ongoing.
- Lewisporte Port – Committee met with MP Scott Simms and MHA Derek Bennett.

### **6 Lands**

#### **6.1 Lease Agreement – Centennial Drive**

20-129 Tucker/White

Resolved to renew the lease agreement between the Town and the property owner of 11 Centennial Drive, at a cost of \$1.00 per year, for five years with the option to renew for an additional five years.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

- Explanation by the Town Manger: The land to be leased is a Town easement which includes water and sewer lines and cannot be used for development of any permanent structures. The Town maintains the right to have access at any time.

## **6.2 ATV Usage on Railbed**

- The Town placed a barrier on the railbed for safety reasons which impacted the use of the railbed as a driveway by the residents of 258A Main Street, which they have been doing for more than 20 years. The Town has made upgrades to the railbed to encourage use and to make it safer for ATV traffic. Committee determined that due to safety reasons, the barrier would remain and the homeowners of 258A Main Street are to use the initial right of way up from Main Street as their driveway.

## **6.3 White Woolf Development**

- Request to name streets. As no Town policy is in place for naming of streets, the developer is to provide proposed street names to Council for approval.

## **6.4 Commercial Vehicle Parking Regulations**

- Approvals are done and regulations are in effect.
- Recommended level of action to enforce compliance:
  1. Issue a form letter with a copy of the regulations.
  2. Formal written warning letter
  3. Discretion of Council; Fine or court action.
- Town Manager has been task to address the issue of a tanker truck parked on Main Street by issuing a form letter with a copy of regulations.

## **6.5 Accessory Building Regulations**

- Council has been provided with a copy of the amendments and they will be advertised to the public as required prior to being sent to Municipal Affairs for approval.
- Permits cannot be issued under the new Accessory Building Regulations until they have been approved by Municipal Affairs and formally adopted by Council.

## **6.6 Industrial Park Sign Board**

- Superintendent of Works is waiting on quotes.

## **7. Public Works**

### **7.1 Updates by Councillor Hooper**

- Outside staff doing a tremendous job on maintenance of streets/patching repairs.
- Two radar signs have been installed, one on Embree Road and one at the entrance to Lewisporte coming down Junction Road.

- Superintendent of Works is obtaining costing on some road resurfacing and recapping.

## **7.2 225 Main Street**

20-130 Hooper/Pond

Resolved to cover the cost of the contractor invoice in the amount of \$1431.76 for repairs at 225 Main Street.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

- Councillor Hooper and Superintendent of Works both clarified that the repairs were necessary as a result of work performed by Town staff in the past involving water issues.

## **7.3 Tizzard Street Upgrade**

20-131 Hooper/Pond

Resolved that the Town of Lewisporte submit a revision to its Capital Investment Plan to the Department of Municipal Affairs and Environment for gas tax funding in the amount of \$203,000 for project #138-2018-6522 road extension for Tizzard Street and Masonic Terrace. This amount is in addition to the original amount approved.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

## **8. Protective Services/ATV Committee**

### **8.1 Updates by Councillor White**

- Next Generation 911 Mapping - Residents are asked to ensure that civic numbers are clearly identified on their house and that any vacant land owned by residents also be identified with a civic number.
- Residents are also asked to update the Town Office if telephone numbers change.
- Upcoming meeting with fire commissioner Derek Simmons via Zoom.
- Waste Management – Tender awarded for the construction of cell #3, which is used to bury garbage in that area.
- Tender going out for the collection of wood from the transfer sites.
- Air Ambulance – Efforts are being made to meet with Government. Committee now has a contact with Eastern Health. Committee met with both candidates of the Liberal party who both supported the project.
- Trail System – Safety is the top priority. Users of the trail network are asked to travel behind the town garage and connect the trail by the Blue Buoy building to avoid the area where town equipment is working. Deputy Mayor Freake and the ATV Committee will be doing an education program in the near future regarding safety and guidelines.
- Councillor Tucker added that there is a need for adequate signage on the trail system.

## **9. Finance**

### **9.1 Cheque Register**

20-132 Hooper/Pond

Resolved to approve cheques 159-201, excluding cheques 174, 175, 180 and 181.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

## **9.2 Cheque 174 and 175**

Councillor Pond declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-133 Hooper/Freake

Resolved to approve cheque 174 and 175.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Tucker and White.  
None opposed. Motion carried.

## **9.3 Cheque 180**

Councillor White declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-134 Hooper/Freake

Resolved to approve cheque 180.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper and Tucker.  
None opposed. Motion carried.

Councillor Pond and Councillor White re-entered the virtual meeting.

## **9.4 Cheque 181**

Councillor Hooper declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-135 Freake/Pond

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Tucker and White.  
None opposed. Motion carried.

Councillor Hooper re-entered the virtual meeting.

## **9.5 Mayor Clarke Update**

- The Mayor extended condolences on behalf of council and staff to the family of the accident victim in our community this past weekend as well as the families of the two accident victims from the Town of Gander.

## **10. Adjournment**

20-136 White/Pond

Resolved the meeting adjourn.

Time: 8:27 p.m.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.  
None opposed. Motion carried.

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Betty Clarke, Mayor

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Elaine Bursey, Town Clerk/Treasurer