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## Minutes of Council Meeting

September 24, 2024 7:00 PM

Present:	Deputy Mayor	Brian Hooper
	Councillors	Roxanne Haliburton
		John Mullett
		Perry Pond
		Derek White
	Town Clerk	Coreen Colbourne
	Recreation and Tourism Manager	Ashley Ivany
	Superintendent of Public Works	Bruce Roberts
Regrets:	Mayor	Krista Freake
	Councillor	Ken Tucker
	Town Manager	Todd Champion

Deputy Mayor Hooper brought greetings to those watching on Facebook, to those attending in-person, and to fellow Councillors and Staff.

Deputy Mayor Hooper brought regrets from the Mayor and the Town Manager for not being in attendance.

### 1. **Call to Order – 7:01 pm**

Deputy Mayor Hooper brought forward a land acknowledgement.

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

24-112 Mullett/White

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

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

Opposed: None

Decision: Motion carried.

**3. Minutes for Approval - Regular Council Meeting August 27, 2024  
24-113 Haliburton/Pond**

**Resolved to adopt the minutes of the Regular Council Meeting of August 27, 2024.**

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

Opposed: None

Decision: Motion carried.

**4. Recreation/Tourism Committee**

**Update by Deputy Mayor Hooper**

Ice making at the Mike Austin Arena will be starting on Monday, September 30<sup>th</sup>, 2024. The staff have begun preparations for the opening, through maintenance and cleaning.

Woolfrey's Pond Park has seen a great season, operations of the park came in under budget. Camp site rentals were down slightly, but chalet rentals were up. Deputy Mayor Hooper said he had the opportunity to speak with some of the park staff, they reported that the campers were quite happy with the new comfort station.

The Town has received some quotes for heat pumps for the Bowling Alley, the quotes were reviewed by the recreation committee, but some follow up needs to be made with the potential suppliers. The Town is also reaching out to suppliers for an automatic door for the Bowling Alley.

The Town has had to replace some sods at the Softball Field that did not take over the summer. Town staff are currently working on completing the warning track. The contractors have to finish putting up some fencing that was left down for equipment to access the field. Once done, the field will be completed and waiting for use in the spring of 2025.

A thank you was extended to the volunteers that helped at the Craft and Trade Show, the chamber, the vendors, the people who attended, minor hockey, staff, and especially Alana Penny and family for managing the hospitality room.

Deputy Mayor Hooper announced that due to lack of participation, the Diversity Training that the Town of Lewisporte was hosting, in light of National Truth and Reconciliation Day, had to be cancelled. The Town will look at a new date in the coming days.

Congratulations were extended to the Kinsmen Club on the success of the Chase the Ace Fundraiser.

With Well Being Week being September 22<sup>nd</sup> – 28<sup>th</sup>, the Town will be hosting free bowling today from 2:00pm – 10:00pm; and free mindfulness activity books are available at the Town Hall and Winter Games Lanes.

The annual **Trunk or Treat** event will take place this year on Thursday, October 24<sup>th</sup>, 2024. Anyone that would like to participate in the event is asked to contact the Special Events Co-ordinator, Tiffany Hynes, at the Town Office.

Town of Lewisporte **Christmas Parade** will take place Saturday, December 7<sup>th</sup> at 7:00pm. The public is asked to stay tuned for more details as the event gets closer.

**Motions:**

Over the past few years, the Town of Lewisporte has been steadily working toward the installation of a splash pad to enhance our recreational offerings. However, the process has been more complex than we initially anticipated, with a number of factors contributing to the longer timeline. The primary challenge has been selecting the ideal location. We wanted to ensure that the site was not only accessible to all residents but also integrated seamlessly with our existing recreational spaces. This required careful consideration to ensure the location was safe, easily accessible, and aligned with our long-term community vision. Furthermore, we took time to thoroughly evaluate design options, including the decision between a flow-through or recirculating water system, both of which came with their own benefits and challenges. To make an informed choice, we consulted with other towns on the island that have installed splash pads, gathering valuable insights that helped guide us toward the best solution for the Town of Lewisporte. With these steps now completed, we are ready to move forward.

**24-114 Hooper/Mullett**

**I would like to make a motion for the Town of Lewisporte to proceed with the supply and installation of splash pad equipment by Tessier Récréo-Parc (Water Play) through the Canoe Procurement Program, at a total cost of \$448,325.20 including taxes and shipping.**

Deputy Mayor Hooper added that it is the hope of the Town to have the splash pad operational prior to Canada Day, 2025.

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper was in conflict and left Chambers at 7:12:10, Councillor Pond assumed the role of Chair.

**24-115 Mullett/White**

**I would like to make a motion to proceed with the installation of wayfinding signage along Main Street, regardless of the current restrictions under provincial highway regulations, with the goal of improving accessibility to key recreational facilities and fostering local tourism. We will continue to engage with the Department of Transportation and Infrastructure in hopes of reaching a mutually agreeable solution, but**

**in the meantime, we will move forward to serve the best interests of our residents and visitors.**

In favour: Councillors Haliburton, Mullett, Pond and White.

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper re-entered Chambers at 7:13:13 and resumed the role of Chair.

## 5. Economic Development

### Update by Councillor Pond

Councillor Pond indicated that things are moving forward with the Dinner Theatre Project and is hoping that the event space will be operational by next season.

#### Motion:

The Town of Lewisporte has initiated a thorough Request for Quotations (RFQ) process to select a consultant for the design of the Dinner Theatre and Multipurpose Space project. We are pleased to announce that Vigilant Management Inc. has been chosen as the successful bidder, demonstrating the requisite expertise and experience gained from their previous work on prestigious projects, including the Majestic Theatre renovation in St. John's and various municipal and cultural facilities throughout Newfoundland and Labrador. Vigilant Management Inc. has submitted a comprehensive proposal, presenting an extensive array of services—encompassing architectural, structural, and engineering design—at a competitive lump sum price of \$103,550.00, as detailed in their RFQ submission.

#### 24-116 Pond/Mullett

**Therefore, I would like to motion that the Town of Lewisporte awards the contract for consulting services for the Dinner Theatre and Multipurpose Space Design Project to Vigilant Management Inc. for the sum of \$103,550.00, in accordance with the detailed scope of work outlined through the Economic Diversification initiative by the Department of Industry, Energy and Technology.**

Councillor Pond said at the end of the consulting process, the Town will have a project ready to go to tender.

Deputy Mayor Hooper asked if there was any timeline associated with this scope of work, th Recreation Manager said the consultants needed to see the space before any timeline was given.

Councillor White asked if the project would continue over the winter, the response was yes.

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

Opposed: None

Decision: Motion carried.

5.1 Occupancy Permit - 24-006R (Residential) – to occupy 24 Centennial Drive.

**24-117      Pond/White**

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

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

Opposed: None

Decision: Motion carried.

The Town is making progress on the **Marina Development Project**. The Town has received a proposal from a consultant to reorganize the strategic plan and budget a redevelopment of the Marina. It has been submitted and within the Government's allocation from the economic diversification fund. Councillor Pond is hoping to bring forward a formal motion to accept the submission provided by the consultant.

The Town initiated a condition report of the **wharf** several weeks ago, that report has been received and is currently being reviewed by the economic development committee as well as the rest of Council, a meeting was also held with MHA Bennett to discuss its findings. Committee members are hoping to receive some direction from Government in the next few months as to where that piece of infrastructure is being taken.

## **6.      Lands Committee**

### **Update by Councillor White**

Councillor White reported that things are slowing down for the lands committee, due to the time of year, however to date there has been 123 **permits** issued.

With the fall season starting, Councillor White took some time to remind the public of the use of the **compost site** for the dumping of leaves. He said the procedure should include opening of the garbage bags and dumping the leaves onto the compost pile and disposing of the bags in the garbage cans provided at the site. When asked about the permits issued for the year, Councillor White said 2 -3 were for new housing.

## **7.      Public Works**

### **Update by Councillor Mullett**

Councillor Mullet announced that this Thursday, weather permitting, a professional contractor will be in town to fill some of the larger potholes. He wanted to make the public aware that this may cause some traffic delays.

Councillor Mullett also wanted to make the public aware that the Town will be flushing lines in a couple of weeks, the public may see water running on the streets, this is normal.

Councillor Pond asked if the garbage transition was still on schedule, both the Superintendent of Public Works and Councillor Mullett said that the Town is still in consultation with Central Newfoundland Waste Management. Councillor Pond wanted to know if the public would be given lots of advance notice of the change over, the answer was yes.

Deputy Mayor Hooper asked how the crosswalks are progressing, Councillor Mullett said the crosswalks were finished but there was an issue with the battery in the lights at the downtown crossing, once that battery is received, it will be a fully functioning crosswalk.

## 8. Protective Services

As co-chair of protective services, Councillor Haliburton said there was nothing new to bring forward.

Deputy Mayor Hooper asked if there was any update on the fire dispatching equipment, Councillor Haliburton said that the last piece of equipment was received by the supplier and the dispatching package should be sent out at the end of this week.

## 9. Finance/HR

### Update by Councillor Haliburton

#### 9.1 Cheque Register- Scotiabank (Operating Account)

24-118 Haliburton/Pond

**I motion to approve the cheque register as presented, for cheque numbers 04059 to 04134, with the exception of cheque 04065, 04067, 04078, 04079, 04104 and 04112 for a total of \$174,296.06.**

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

Opposed: None

Decision: Motion carried

Deputy Mayor Hooper was in conflict and left Chambers at 7:25:40, Councillor Pond assumed the role of Chair.

**24-119 Haliburton/White**

**Motion to approve cheque number 04067.**

In favour: Councillors Haliburton, Mullett, Pond and White.

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper re-entered Chambers at 7:26:05 and resumed role of Chair.

Councillor Mullett was in conflict and left Chambers at 7:26:15.

**24-120 Haliburton/Pond**

**Motion to approve cheque numbers 04065 and 04078.**

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

Opposed: None

Decision: Motion carried.

Councillor Mullett re-entered Chambers at 7:26:43.

Councillors Haliburton and Pond were in conflict and left Chambers at 7:26:55.

**24-121 Mullett/White**

**Motion to approve cheque numbers 04079, 04104 and 04112.**

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

Opposed: None

Decision: Motion carried.

Councillors Haliburton and Pond re-entered Chambers at 7:27:26.

**Motion:**

This recommendation aims to align meal allowances with current market rates and inflation. As personnel may travel for work-related duties, it is essential that we provide them with adequate financial support for meals during their trips while representing our Municipality.

Council received a copy of the new recommended policy rates in the September 24, 2024, agenda.

**24-122 Haliburton/Pond**

**Be it resolved that the Council approves to amend policy AD05, section 3 on meals, from the current meal pricing structure to the following rates:**

- **Breakfast: \$15.00**
- **Lunch: \$20.00**
- **Dinner: \$30.00**

Deputy Mayor Hooper wanted to confirm that the new rates were to align with going rates. The answer was yes, there was a cross section evaluated to decide the rates.

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

Opposed: None

Decision: Motion carried

Deputy Mayor Hooper wanted to ensure that the policy included anybody under the Town of Lewisporte umbrella and it does.

**Motion:**

The Government of Canada through the Government of Newfoundland and Labrador's, Department of Municipal and Provincial Affairs offers a portion of federal Canada Community-Building Fund revenues received to be used for eligible costs on eligible projects proposed by the Town of Lewisporte. This was previously known as the Gas Tax Fund. There must be a resolution of Council to accept the renewed agreement before new funding can be applied for. I hereby make the following motion:

**24-123 Haliburton/Pond**

**Be it resolved that, the Town of Lewisporte, accept the Ultimate Recipient Canada Community-Building Fund Administrative Agreement for 2024-2034.**

Councillor White wanted to confirm the years covered by the Agreement. It is 2024-2034.

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

Opposed: None

Decision: Motion carried

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



Councillor Pond spoke of the meeting that was held last week with the Minister of Health to continue the process of the **Family Care Team**, as well as other issues that the Town has regarding delivery of health care. Council is keeping it on the agenda and there will be a follow up meeting later to get answers to questions posed. Deputy Mayor Hooper did say that the Mayor planned to bring a detailed report on the topic at the next Public Council Meeting.

Deputy Mayor Hooper asked for an update from Councillor Pond on **DieTrac**. As Chair of the Board, Councillor Pond said they have not met since the new school year started, but it is his understanding that all programs are up and running for the year, and enrolment is on par with last year. There is a meeting scheduled for the middle of October.

As Chairperson for the **Lewisporte Marina Administrative Authority**, Deputy Mayor Hooper gave an update on the Marina. He said that the season is starting to wind down, the LMAA has had a very good year. There was a lot of activity at the Marina, and a lot of maintenance has been taken care of. According to the Manager's report, there are many boats that are being taken up early compared to the last year. The Marina is expected to be busy over the next few weeks with other boats being taken out of the water along with the usual shut down of the facility. Deputy Mayor Hooper is hopeful that some good information will be brought forward over the winter for the new development plan for the Marina. Councillor Mullett added that the boaters seem to be happy with the service they received.

The Superintendent of Public Works wanted to make the public aware of some upgrades being completed on the sidewalk outside the Canada Post Building, to reduce the trip hazard there. The space between the sidewalk and the curb is being filled in with concrete to alleviate the trip hazard.

## 11. Adjournment

**24-124 Haliburton/Pond**

**Resolved that the meeting adjourn.**

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

Opposed: None

Decision: Motion Carried

Time of adjournment: 7:36 PM.

Next Public Council Meeting to be held on October 22, 2024.



Brian Hooper, Deputy Mayor



Coreen Colbourne, Town Clerk/Treasurer