



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

## **Minutes of Council Meeting**

**February 11, 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 Manager	Todd Champion
	Town Clerk	Coreen Colbourne

Mayor Freake brought greetings to those watching on Facebook and a special greeting was offered to Fire Chief Whiteway for joining the public council meeting.

Mayor Freake brought forward a land acknowledgement.

### **1. Call to Order – 7:04 pm**

**25-017 White/Tucker**

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

Opposed: None

Decision: Motion carried.

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

**25-018 Freake/Hooper**

**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 January 14, 2025, and Special Meeting of Council January 21, 2025**

**25-019 Haliburton/Mullett**

**Resolved to adopt the minutes of the Regular Council Meeting of January 14, 2025, and Special Meeting of Council January 21, 2025**

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

Opposed: None

Decision: Motion carried.

**4. Mayor's Update**

Mayor Freake signed a proclamation proclaiming Monday, February 17<sup>th</sup> as **Heritage Day** and February 17-23 **Heritage Week**.

Mayor Freake brought forward an update on a meeting held with individuals from NL Health Service that are involved with **Family Care Teams** and the delivery of service through the Family Medical Clinic and After Hours/Emergency Clinic. Mayor Freake shared there has been a manager hired, and the Town should have some news soon about the commitment to a building for the Family Care Team. There has been further discussion around the delivery of service, recognizing that Lewisporte is unique to any other communities in the Province, Council will continue to have conversations with individuals to see how service will look in the future.

Mayor Freake mentioned for any individual that served on the **health care delivery committee for Lewisporte** in previous years, the Town will be calling those people back together for some follow-up.

The mayor along with members of the protective services committee, Corporal John Collins, MHA Derek Bennett and members of several of the surrounding communities, all met to discuss the **delivery of service of the RCMP**, the Lewisporte Detachment in particular, and the Gander Detachment, which Lewisporte falls under. It was a great opportunity for Corporal Collins and MHA Bennett to hear the concerns of the communities serviced by the Lewisporte Detachment. Community representatives have agreed to continue with quarterly meetings.

**5. Recreation/Tourism Committee**

**Update by Deputy Mayor Hooper**

The **Annual Winter Carnival** is being held from February 12 -16<sup>th</sup>, the schedule of events can be found on the Town's Facebook Page, Deputy Mayor Hooper encouraged everyone to get out and take part in the events planned.

The recreation committee sat down with members of the **Lewisporte and Area Minor Hockey Executive** to review how the season was going so far, as well as hear any concerns or challenges they might have. It was reported that Minor Hockey is having a tremendous year.

Deputy Mayor Hooper brought forward concerns from residents that **playgrounds** are closed in the winter months. He offered reasons for that decision. It is a policy of Council to close the playgrounds and therefore cannot simply be overridden. The recreation manager is researching what policies other Municipalities have in place and will report back to the recreation committee for further discussion. There will be great consideration given to changing the policy.

The recreation committee had the opportunity to review preliminary drawings to the **comfort station for the splash pad project**. While the committee is trying to be conservative in the project, the committee would like to be sure that regrets do not arise from decisions. Something that is being pursued is a covered section over the comfort station to allow a protected area for picnic tables. The concept drawings presented looked good, but the committee has asked for a revised drawing with a covered section for comparison, cost will play a role in the decision.

The Recreation and Tourism Manager has received correspondence from **Active NL Fund**, the Town has received a grant for \$9,400.00, that money will be used to continue with upgrades to the Train Park & Trail.

The recreation committee is also exploring extending Woolfrey's Pond Park camping season to include the Thanksgiving Weekend.

### **Motion**

The Recreation Committee recommends that Woolfrey's Pond Park remain open until October 19th, extending its operating season beyond the current closure date of Labour Day weekend (typically around September 7th). Recent weather patterns have shown that September is often one of the most pleasant months in Newfoundland, with favorable conditions frequently extending into mid-October. By extending the park's season, residents, visitors, and outdoor enthusiasts will have additional opportunities to enjoy the park's amenities, supporting community well-being, tourism, and local economic activity.

**25-020 Hooper/Mullett**

**I would like to make a motion to approve the extension of Woolfrey's Pond Park's operating season until October 19th for the 2025 season. The Recreation and Tourism Manager, along with the Park Manager will monitor the impact of this extension, including visitor usage and operational considerations, and provide a report with recommendations for future seasonal adjustments.**

Councillor Pond asked if the Town would need to adjust the budget considering the extension of the season, Councillor Mullett did not think so because the Park staff will be reduced for the extension, and revenue should offset the expenses.

Mayor Freake asked if the seasonal price would be increased or if it was considered in the new rates for the Park. The rates are something that the recreation committee will explore.

There was further commentary that Provincial Park users may utilize the Municipal Park as that season is over two weeks after Labour day.

It was clarified that this is on a trial basis for the Park for 2025. The outcome of the extension will be the deciding factor, if the extended season will be offered after this year.

It was suggested that there should be provisions in a policy to be able to cancel or shorten the extended season if weather were to turn unfavourable.

There was further discussion by Council before voting.

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper reported that at times the Town is asked for a **discounted rate for the off-season rental** of the Mike Austin Arena. The recreation committee has discussed giving the recreation director authority to offer up to a 10% discount to those renting for an event considered for a charitable cause or for a multiple day rental. Currently, the recreation director must go to the recreation committee for rate adjustments, with monthly meetings, this can be challenging for time sensitive decisions. Some key points that were brought forward, for the rental of the arena is that workers always must be there, the clean up involved, overhead expenses, liabilities, sometimes its difficult to offer much of a discounted price. There was discussion by Council as to a tier system for price rates and what the rental is for, and what is involved for staff to prepare for the rental. One Councilior suggested putting trust in the rec director and town manager to use their discretion for rates offered for special events. The committee will take the comments back to their group for further discussion and present their solutions at the next public council meeting.

**Resolution to Apply for Funding for the Active Transportation Fund for Woolfrey's Pond Boardwalk Upgrades**

WHEREAS the Woolfrey's Pond Boardwalk is a valued community asset, providing residents and visitors with safe, accessible outdoor recreation opportunities;

AND WHEREAS improvements to the boardwalk, pathways, lookouts, and associated infrastructure will enhance safety, accessibility, and sustainability while promoting active transportation;

AND WHEREAS the estimated total project cost is \$750,000, to be funded through a 60/40 cost-sharing agreement between the Government of Canada's Active Transportation Fund (60% = \$450,000) and the Town of Lewisporte (40% = \$300,000);

AND WHEREAS the Town of Lewisporte has the capacity and resources to successfully manage the project, including financial oversight, project planning, and construction implementation;

**25-021 Hooper/Mullett**

**BE IT RESOLVED THAT: The Town of Lewisporte Council approves the Woolfrey's Pond Boardwalk Enhancement Project, with a total budget of \$750,000. The Town commits to funding \$300,000 (40%) of the total project cost, with the remaining \$450,000 (60%) to be sought from the Government of Canada's Active Transportation Fund. Town staff are directed to proceed with project planning, procurement, and implementation, ensuring compliance with all municipal and federal funding requirements.**

Councillor Tucker asked what the enhancements would look like, Councillor Mullett explained.

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

Opposed: None

Decision: Motion carried.

**Resolution to Apply for Funding for the Active Transportation Fund for Train Park Trail Upgrades**

WHEREAS the Town of Lewisporte is committed to enhancing active transportation infrastructure to improve accessibility, safety, and recreational opportunities for residents and visitors;

AND WHEREAS the Train Park Trail is a valued community asset that provides a scenic and functional walking route connecting the Train Park to the town's Welcome Sign;

AND WHEREAS the Town seeks to upgrade the Train Park Trail to enhance accessibility, durability, and user safety, addressing current challenges such as muddy conditions in wet seasons, inadequate drainage, and lack of lighting for evening use;

AND WHEREAS the proposed project will include resurfacing the trail with Class A material to improve the walking surface, installing boardwalks in flood-prone areas to maintain accessibility year-round, adding culverts for enhanced drainage, creating shaded rest areas with seating, and installing direct burial cable for lighting along key sections;

AND WHEREAS the total cost of the Train Park Trail Upgrades Project is estimated at \$450,000, with funding proposed through a 60/40 cost-sharing agreement, requiring a \$270,000 (60%) contribution from the Government of Canada's Active Transportation Fund and a \$180,000 (40%) contribution from the Town of Lewisporte;

**25-022 Hooper/Mullett**

**BE IT RESOLVED THAT: The Town of Lewisporte Council formally approves the Train Park Trail Upgrades Project, with a total budget of \$450,000. The Town commits \$180,000 (40%) toward the project, contingent upon securing \$270,000 (60%) in funding from the**

**Government of Canada's Active Transportation Fund. Town staff are directed to proceed with project planning, procurement, and phased implementation, ensuring compliance with municipal policies, federal funding guidelines, and project timelines.**

Councillor Pond added that there was a possibility to receive the Town's portion of the funding from the economic diversification funds.

There was further discussion by Council that the Town would be considered to receive one or both funding opportunities.

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

Opposed: None

Decision: Motion carried.

Mayor Freake wanted to share the results of a meeting that was held with the proponent of the **biomedical waste incinerator**, Paul Dalley, in which the Town expressed their position on the incinerator coming to Lewisporte. While the Town does promote economic growth in the town, they felt it necessary to represent the concerns of the residents and not support the biomedical waste incinerator to be established in the industrial park and to look outside Lewisporte for that venture. Councillor Pond added that they wanted to express their position to Mr. Dalley before getting into the process any further. It was a positive meeting.

## **6. Economic Development**

### **Update by Councillor Pond**

Councillor Pond reported that the Town has its funding package in place for the trailway improvements. 8.5 km of trail from Monroe's Pond to Lewisporte will be upgraded, to make it a year-round accessible trail to take advantage of tourism opportunities. Councillor Pond explained that it will include covert replacement, ditching and resurfacing. The estimated improvements will be approximately \$1.489 million, with \$968,000.00 coming from ACOA, the Department of Industry, Energy and Technology will be paying a portion of that project in the amount of \$338,505.00, with the remainder of \$182,792.00 which would usually be at the Town's expense, being paid using the economic diversification funds. Councillor Pond was pleased to say that the project would not cost the taxpayers of the Town anything.

#### **25-023 Pond/Tucker**

**I motion to accept the financial arrangements as presented by ACOA and IET to cover the cost of a \$1.489 million trail redevelopment project from Monroe's Pond to Lewisporte.**

Councillor Mullett asked when the project would be completed, Councillor Pond said that project would be initiated right away, with a hope to be completed this summer/fall. Councillor Pond also added with the collaboration of the businesses directly impacted by this added economic driver, the Snowmobile Federation and the Town of Lewisporte, a maintenance package has been established for the future.

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

Opposed: None

Decision: Motion carried.

Councillor Pond reported on the **old museum site** at 235 Main Street, he said despite the age of the building it does not qualify for any heritage status as it has been modified. It no longer met the needs to be used as a dinner theatre because of the accessibility challenges it posed and to bring it up to code was no longer feasible, the site also flooded making repairs impractical. The Town tried to attract a developer or business owner to bring the building back to new life, with that venture being unsuccessful. With further deterioration of the building, the Town has made the difficult decision to demolish the building. The Town Manager went out to tender for the demolition costs and received two responses.

**25-024      Pond/Tucker**

**I so move that we accept the bid from Tri R Construction for \$47,408.75 HST included, with the Town picking up the cost of all disposal fees associated with the demolition. The Town Manager has evaluated the bids, it meets all requirements.**

Deputy Mayor Hooper asked when the demolition was slated for, the Town Manager responded saying it was hopeful that it would happen immediately.

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

Opposed: None

Decision: Motion carried.

The Marina steering committee and the **Marina Consultant** have proceeded with the organizational changes to the Marina, Councillor Pond reported that it has been progressing quite well.

With regards to the **Commercial Port**, the Town is still waiting on an update from MHA Bennett on the Town's latest proposal.

After reviewing the preliminary layout of the **Dinner Theatre**, the estimate was far greater than what Council had anticipated. Administrative staff has gone back to the consultant with Council's expectations on the décor, mechanical and ventilation systems, etc., and are waiting to see what the new costs will look like.

**7.      Lands Committee**

**Update by Councillor White**

Councillor White brought forward a motion, seconded by Deputy Mayor Hooper, to accept the Town's Municipal Development Plan Regulations, as the motion was premature as there has been commentary by the public that could impact the plan. The original motion was withdrawn, and a notice of motion was made for the next public council meeting, seconded by Deputy Mayor Hooper. The plan has been posted on the Town's website for public commentary and the period for comments has not ended.

## **8. Public Works**

### **Update by Councillor Mullett**

Councillor Mullett took time to remind residents and business owners that while snow clearing efforts are underway, to please ensure vehicles are not left unattended on the streets, and a caution to not shovel snow in your neighbour's driveway.

Councillor Tucker mentioned that the crossing lights were operational again at the site of the Post Office.

## **9. Protective Services**

### **9.1 Update by Fire Chief Whiteway – Lewisporte Regional Fire Rescue**

- April 11, 2024, was the Fire Department's 75<sup>th</sup> Anniversary. Celebrations were held on the day, and any person that served as a firefighter was invited to the Fire Hall for the celebration.
- Deputy Chief Brian Parry, Captain Todd Potter and Assistant Fire Chief Steve Cole put off a double class of the Junior Firefighters Program in the spring and a single class in the fall. The hope is that if any of these individuals were to settle in Lewisporte they might want to join the LRFR.
- With the changes to the ambulatory system, the Fire Rescue lost their dispatching service through Freake's. A new dispatch service was established through Valley Communications, to date the fire fighters are pleased with the service.
- Fire Chief Whiteway informed the public that the 911 system in Newfoundland and Labrador is a public service call station. Any time an emergency call is made, the person needs to remain calm, listen to the dispatchers' questions and try to be as concise as possible. The two most important details to give are the address of the emergency and a phone number for someone to call back if needed.
- A highly visible civic number on a person's property is also a key component to quick response times in an emergency.
- Chief Whiteway pointed out that they have found bullet holes in the building at the training site. This is a site for fire response training exercises, please respect the property. This training site is a regional site.
- The fire rescue along with the Town was successful in obtaining funding toward the purchase of a new truck to be used for regional support.
- Some of the breathing apparatus that the fire rescue uses expired in December. Through Government funding, the Town was able to purchase 4 new sets at a minimal cost to the Town. Fire chief Whiteway said these SCBA's are 45-minute tanks which allow the firefighter to enter a building for longer periods of time.
- Recruitment and retention for the fire department is an issue. A new system was initiated for 2025 to help with the retention of firefighters, which has been well received.



- Chief Whiteway recognized retiring members in 2024, with over 100 years of combined years of experience.
- The Fire Rescue is hopeful that the offer of a \$500.00 signing bonus, once a six-month probation and medical examination is passed, will be a great attraction for recruitment.
- As a final note, Chief Whiteway thanked Council for their support.

Fire Chief Whiteway offered some details of the call the Lewisporte Regional Fire Rescue responded to regarding the burning of an electric vehicle near Norris Arm, a few weeks ago. There was some further discussion on the subject with Council.

There was discussion about the recent fire that the Lewisporte Regional Fire Rescue responded to in Stanhope.

### **Update by Councillor Tucker**

Councillor Tucker spoke about the **joint meeting** that the protective service committee held with the Mayor and a Councillor of the **Town of Embree**. The purpose was to discuss a possible arrangement between the two fire departments to come to each other's aid in the event of a serious incident. The Embree representatives thought this was a good idea, the discussions will be taken back to the respective councils and fire departments with the hopes that the operations personnel will get together to work out a suitable arrangement.

Councillor Tucker took some time to discuss the meeting that was held between the mayor, members of the protective services committee, Corporal John Collins, MHA Derek Bennett and members of several of the surrounding communities. Every community represented had the opportunity to speak about their concerns, many of the concerns brought up were shared, such as speeding, vandalism, drugs, theft, break and enters, with the biggest concern being the overall **police presence** in the communities, some communities felt it was nonexistent. One agreed upon requirement is to lobby government to have full active membership at the local detachment. The mayor has been in contact with Superintendent MacKinnon with those concerns and he has insured the mayor that it is being worked on. It was also mentioned that additional Government funding for the province was announced. The hope is continued efforts by the communities will make an impact on decisions for the Lewisporte Detachment.

The mayor wanted to stress to the public that if the RCMP does not hear about the incidents happening in the communities, they have no knowledge of it. For the RCMP to have resources in place, they need to know that there is a need for resources. Reporting crime is of the utmost importance. She also mentioned that the Gander area is currently being assessed for policing, which Lewisporte and area fall under for specialized resources.

## **10. Finance/HR**

### **Update by Councillor Haliburton**

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

**25-025 Haliburton/Pond**

**I motion to approve the cheque register as presented, for cheque numbers 04388 to 04477, with the exception of cheque 04393, 04396 and 04469 for a total of \$420,583.02.**

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 8:37:51.

**25-026 Haliburton/Pond**

**Motion to approve cheque numbers 04396 and 04469.**

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

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper re-entered Chambers at 8:38:17.

Councillors Haliburton and Pond were in conflict and left Chambers at 8:38:25.

**25-027 Mullett/Hooper**

**Motion to approve cheque number 04393.**

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

Opposed: None

Decision: Motion carried.

Councillors Haliburton and Pond re-entered Chambers at 8:38:48.

## **10.2 Motion of Committee Meeting Schedule**

In keeping with the Towns and Local Service District Act, section 39 (3) of the Act states, "A schedule of the regular monthly meetings to be held under subsection (1) shall be approved annually by resolution of the town council and shall set out the date, time and place of the regular meetings."

**25-028 Haliburton/Pond**

**Be it resolved that the Town Council of Lewisporte will hold its various committee meetings once a month, at the Town Hall, these meetings will be held according to the schedule distributed in the agenda package.**

Councillor Tucker asked what would happen if a meeting had to be cancelled for any reason, it was said that the public would be notified through a Facebook post to the Town's Page.

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

Opposed: None

Decision: Motion carried

It was noted that the meeting schedule will be placed on the Town's website and Facebook Page for public knowledge, as well as on the Town's community bulletin boards.

**10.3 Motion for Rules of Procedure**

A municipality is required to adopt a new by-law that sets out clear rules of procedure for conducting Town Council meetings. This by-law ensures that the meetings are organized, transparent, and fair, providing a structured framework for decision-making, debate, and public participation in the local governance process.

To achieve this, I must first rescind the previous rules of procedure adopted by Council

**Motion1:**

**25-029 Haliburton/Pond**

**I motion to rescind motion 21-171 adopted on August 10, 2021.**

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

Opposed: None

Decision: Motion carried

**Motion 2:**

**25-030 Haliburton/Pond**

**Be it resolved that the Town of Lewisporte adopt a new by-law outlining the rules of procedure to be followed at all Town Council meetings. This by-law will establish guidelines for the orderly conduct of meetings, including the order of business, voting procedures, and public participation. The goal is to ensure transparency, fairness, and efficiency in the decision-making process, while promoting accountability and engagement with the community.**

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 Pond passed on his condolences to the family of the Late Garry White, he was a board member of Die Trac. It was noted that he was a Councillor and Deputy Mayor with the Town some time ago.

Mayor Freake took a moment to congratulate the firefighters that retired from the Lewisporte Regional Fire Rescue in 2024, Brian Hooper (29 years), Gordon Woolfrey (30 years), David James (25 years) and resigned firefighter Todd Pelley (15 years), she thanked them for their service and dedication to the town during that time.

Mayor Freake also mentioned that this week is teacher and staff appreciation week, she thanked those that help enrich the lives of our youth by fostering a love of learning.

### **12. Adjournment**

**25-031 White/Haliburton**

**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: 8:44 PM.

Next Public Council Meeting to be held on March 11, 2025.

---

Krista Freake, Mayor

---

Coreen Colbourne, Town Clerk