

***Town of Long Harbour - Mount Arlington Heights  
Minutes of Regular Meeting  
May 15, 2025***

**In Attendance**

Mayor Walter Keating

Councillor Wayne Kelly

Deputy Mayor Kevin McDonald

*Absent: Councillor Gary Keating*

Councillor Lydia Burke

*Absent: Councillor William Murphy*

Also, in attendance: Juanita Gosse, Town Clerk/Manager

**CALL TO ORDER**

Mayor Keating welcomed everyone and called the meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

**MOTION 05-15-25-01 - Adopt the Agenda**

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Lydia Burke.

**BE IT RESOLVED THAT** the Agenda be adopted as presented.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
**Councillors:** W. Kelly, L. Burke

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**MOTION 05-15-25-02 - Adopt the Minutes of the Regular Meeting held April 17, 2025**

Moved by Councillor Wayne Kelly, seconded by Councillor Lydia Burke.

**BE IT RESOLVED THAT** the minutes of April 17, 2025, Regular Meeting be adopted without errors or omissions.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
**Councillors:** W. Kelly, L. Burke

**MOTION CARRIED**

## **BUSINESS FROM THE MINUTES**

### **MANAGER'S REPORT**

#### **ACOA Application for Community Investment Partnership – Maturin Pond Trail Extension**

I reached out to ACOA for an update on this application and was told our application is under assessment. It will take another week or so post-election before projects are submitted for approval.

#### **Phase 3 of Waterline Replacement**

The project has started and is ongoing. Shaw Ventures is the contractor. The estimated timeline for the project is 60 working days. Shaw Ventures hired two flagmen from Long Harbour.

#### **Asset Management Meeting**

Meeting was held on April 29, 2025, with TRACT Consulting whereby we reviewed and updated the Asset Management Plan. A follow up meeting is scheduled for Tuesday, May 20, 2025. We hope to complete the updates at that time.

**Total Power – Price quote for Generator** – Met with Keith Barrett from Total Power for additional discussion on a generator. Mr. Barrett assured me that the commercial generator he quoted would meet our needs. He agreed to send a quote on the turnkey package, a larger fuel tank and an electrical box that will allow prioritizing electrical output. He said the generator quoted will run the heat pumps in the community centre, outlets for coffee machines, kettles etc. and the stove in the kitchen. Also, it will run the heat and electrical outlets in the boardroom. The turnkey package includes the cement pad for the generator and the fuel tank.

Mr. Barrett emailed today that he is waiting on the quote for the cement work.

- Deferred to next meeting.

### **DELEGATIONS**

### **NEW BUSINESS**

#### **Financial Audit - Year Ending 2024**

The 2024 Audited Financial Statements were copied to all councillors for review.

#### **MOTION 05-15-25-03 Approve Financial Statements 2024**

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Wayne Kelly.

**BE IT RESOLVED THAT** Council approves the Audited Financial Statements 2024 as presented.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
Councillors: L. Burke, W. Kelly

**MOTION CARRIED**

**Expenditure Limit for Town Manager**

**MOTION 05-15-25-04 Spending Limit for Town Clerk/Manager**

Moved by Councillor Wayne Kelly, seconded by Councillor Lydia Burke.

**BE IT RESOLVED THAT** under section 63(b)(i) of the *Towns and Local Service Districts Act*, council sets the spending limit for the Town Clerk/Manager at a maximum of \$5,000.00.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
Councillors: L. Burke, W. Kelly

**MOTION CARRIED**

**Employee Policy and Protocol Manual**

In reviewing the Employee Policy and Protocol Manual, Section 7:05 under Code of Ethics, requires an amendment: This section reads, “The Code of Ethics must not contravene or violate any legislation, regulations, or controls specifically outlined for elected officials (such as conflict-of-interest guidelines or other regulatory controls) or regulations relating to town employees as specifically outlined in the Municipalities Act 1999.

The words Municipalities Act should be revised to the “Towns and Local Service Districts Act and the Code of Conduct Act.”

**MOTION 05-15-25-05 – Amend Employee Policy and Protocol Manual**

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Wayne Kelly.

**BE IT RESOLVED THAT** the following amendment be approved by Council. Section 7:05 under Code of Ethics the reference to the Municipalities Act 1999 be replaced with the Towns and Local Service Districts Act and the Code of Conduct Act.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
Councillors: L. Burke, W. Kelly

**MOTION CARRIED**

### **Letter from Clara Bailey**

Mr. Bailey has to go to Halifax for medical treatment. The Bailey's are seeking a donation to help offset the cost.

### **MOTION 05-15-25-06 – Donation to Clara Bailey**

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Lydia Burke.

**BE IT RESOLVED THAT** Council cannot provide funding to any individual for their personal use.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
Councillors: L. Burke, W. Kelly

**MOTION CARRIED**

### **Letter from Jacqueline Gambin**

The letter was copied to all councillors.

Mrs. Gambin is requesting Council make the necessary changes to their Rules of Procedures Governing Council Meetings to ensure the town is in full compliance with Section 40 of the Towns and Local Service Districts Act. Section 40 states that all regular and special meetings of council as well as all committee meetings are open to the public.

Mrs. Gambin also requests Council consider posting their meeting agendas for regular town meetings on the Town's website before the regular meeting.

- Mayor Keating explained that it will take some time to review, and update all council policies to conform with the new legislation. The work is ongoing, and council's new by-laws will be tabled as they are completed.

### **Boaters Association – Request for Payment for Harbour Authority Sublease**

*Councillor Wayne Kelly declared a conflict of interest as he is on the Boaters Associations Executive Committee.*

Boaters Association are requesting Council pay their invoice for Harbour Authority Sublease.

### **MOTION 05-15-25-07 – Approve payment for Boaters Association**

Moved by Councillor Lydia Burke, seconded by Deputy Mayor Kevin McDonald.

**BE IT RESOLVED THAT** Council will pay the Boaters Association's invoice in the amount of \$600.00 for their sublease with the Harbour Authority.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
**Councillors:** L. Burke

**MOTION CARRIED**

**50+ Club – Request for Donation**

The 50+ Club is requesting council reimburse them \$569.00 from their event fund. This amount will cover the cost of the band and sandwiches for their May 4<sup>th</sup> event.

*Councillor Lydia Burke declared a conflict of interest as she is on the 50+ Club Executive Committee.*

**MOTION 05-15-25-08 – Approve donation to the 50+ Club**

Moved by Councillor Wayne Kelly, seconded by Deputy Mayor Kevin McDonald.

**BE IT RESOLVED THAT** Council will donate \$569.00 to the 50+ Club in reimbursement for the May 4<sup>th</sup> event.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
**Councillors:** W. Kelly

**MOTION CARRIED**

**Make-a-Wish Foundation**

Make-a-Wish is requesting a donation to their Run the Rock. Council donated \$200 in 2024.

**MOTION 05-15-25-09 – Donation to Make a Wish Foundation**

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Lydia Burke.

**BE IT RESOLVED THAT** Council will donate \$200 to the Make a Wish Foundation.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
**Councillors:** L. Burke, W. Kelly

**MOTION CARRIED**

**DEVELOPMENT** - None

**DELEGATIONS** - None

## **FINANCE**

### **MOTION 05-15-25-10 Approve Cheque List and Visa Payment**

Moved by Councillor Wayne Kelly; seconded by Deputy Mayor Kevin McDonald.

**BE IT RESOLVED THAT** the cheque list for the period of April 17, 2025, to May 15, 2025, in the amount of \$43,632.83 be approved for payment. Also, approved for payment, is the Visa Statement for month ending April 2025, in the amount of \$976.43.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
Councillors: W. Kelly, L. Burke

**MOTION CARRIED**

## **CORRESPONDENCE**

### **FCM – Application for Climate Readiness Initiative**

The Town Council of Long Harbour-Mount Arlington Heights is approved for a funding grant from the Green Municipal Fund and the Federation of Canadian Municipalities. The funding grant is in the amount of \$66,416.00 and will be used to fund a Climate Readiness Initiative. This funding will be used to produce a document that lists potential climate change concerns within our community as well as potential mediation and solutions for negative events brought on by climate change. This document will be used in future to levy funding to offset the negative effects of climate change on our community.

### **Memo – Update on the Municipal Assessment Agency**

Memo was copied to all councillors and provides an update on the Municipal Assessment Agency.

### **Access to Information and Protection of Privacy Act 2015 – Guidance**

The Privacy Impact Assessment was copied to all councillors and provides introductory information about Privacy Impact Assessments (PIA's) and examines requirements under ATIPPA 2015.

### **Asset Management Update**

The document outlines an addition to our Asset Management Plan. It rates the consequences of potential breakdowns of our assets on a scale from 1 to 5 with one being minor and 5 being catastrophic. A waterline repair where the waterline is accessible would rate 1 as having a minor significance. A break in our main line coming from Shingle Pond would rate 5 as having a catastrophic significance. This is something council should consider and prepare a plan in case of this catastrophic incident.

**Letter of Approval – Community Garden Grant**

Council has been approved for a Community Garden Grant in the amount of \$750.00. This funding will be used to build an additional raised bed and purchase small garden tools and supplies.

**COMMITTEE REPORTS** - None

**DATE FOR NEXT MEETING** – June 19, 2025

**ADJOURNMENT**

**MOTION 05-15-25-11 Adjournment**

Moved by Deputy Mayor Kevin McDonald seconded by Councillor Lydia Burke.

**BE IT RESOLVED THAT** the meeting is adjourned at 7:23 pm.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald  
Councillors: W. Kelly, L. Burke

**MOTION CARRIED**



Walter Keating  
Mayor



Juanita Gosse  
Town Clerk/Manager