

**Town of Long Harbour - Mount Arlington Heights**  
**Minutes of Regular Meeting**  
**June 19, 2025**

**In Attendance**

Mayor Walter Keating

Councillor Wayne Kelly

Deputy Mayor Kevin McDonald

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 06-19-25-01 - 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:** G. Keating, W. Kelly, L. Burke

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**MOTION 06-19-25-02 - Adopt the Minutes of the Regular Meeting held May 15, 2025.**

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

**BE IT RESOLVED THAT** the minutes of May 15, 2025, Regular Meeting be adopted without errors or omissions.

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

**MOTION CARRIED**

## **BUSINESS FROM THE MINUTES**

### **Total Power – Price Quote for Generator**

The turnkey quote from Total Power for the generator is \$50,761.00, HST included. A breakdown of the quote was received today and was emailed to all councillors to review.

### **MOTION 06-19-25-03 – Approval to Purchase Generator from Total Power**

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

**BE IT RESOLVED THAT** Council approves purchasing the generator from Total Power at the quote provided for turnkey project.

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

**MOTION CARRIED**

## **MANAGER'S REPORT**

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

I spoke with Erin Kearsey at ACOA today. She is working diligently on our project file. We remain hopeful of getting ActiveNL funding as this will help with the ACOA application.

### **Capital Works Project – Waterline Replacement Phase 3**

A couple of changes came up in the scope of work. Our engineer is recommending we pave both sides of Main Road to ensure a good paving job. With the number of cuts crossing the road, paving one side may not be a good idea. Our engineer says there's enough project funding to cover this work. I agree that if this work can be funded through the project by all means go ahead and pave both sides.

Another change is with the culvert at the bottom of Middle Pond Road. The contractor suggested this culvert be replaced as it is deteriorated. I asked our engineer if this work could be covered under the project and he said it shouldn't be an issue.

Jarrot Sharp from Municipal Affairs will visit the site tomorrow to take a look at the additional work.

### **Climate Readiness Initiative**

On Thursday, June 12<sup>th</sup> I attended the project startup meeting with Bobbi Skanes and Alya Perry, TRACT Consulting. We reviewed the following:

1. Project Team introductions
2. Scope of Work

3. Funding program
  4. Project Budget
  5. Schedule: The official Project start date May 1, 2025 with completion of April 30, 2026
  6. Funding, Grant Paperwork, discussed the best way to handle grant paperwork.
  7. Next Steps:
    - Activity 1: Council Presentation
      - Date for meeting with Council: August 21 at 6 p.m., needs to be confirmed
      - The Council Presentation will be an introduction to Climate Risk Assessment and Adaption presentation for Town staff and Council introducing project processes, learning concepts, goal for funding next steps and outcomes and a discussion on natural assets (define and identify municipal natural assets).
      - Once the date/time is confirmed with Council, Tract will send calendar invite and/or Zoom link.
- Council approved the meeting on August 21, at 6:00 p.m.

**Town Maintenance – Gardener** – Two residents submitted resumes for the position. As this is a Human Resources issue it should be discussed in a privileged meeting.

- Deferred to a privileged session.

## **DELEGATIONS**

## **NEW BUSINESS**

### **Email from Councillor William Murphy**

Councillor William Murphy is requesting Council grant him a leave of absence for three months as he is out of the province on personal business.

- *Mayor Keating called for a motion to grant Councillor Murphy a leave of absence.*
- *Mayor Keating called three times for a motion to grant Councillor Murphy a leave of absence.*
- *No motion was made; therefore, the leave of absence was not granted.*

### **Asset Management Mitigation Options**

Our Asset Management Plan lists a watermain break anywhere from Shingle Pond to the Water Treatment Plant as catastrophic. Council should consider having a plan in place to supply water to the residents if this repair in this area is necessary.

- Councillor Wayne Kelly suggested council purchase a sump pump and hose to feed the plant from Maturin Pond. This may be the easiest way to keep a water supply.
- Mayor Keating suggested Council get together to consider options. Once council has a plan in place it should be added to our Emergency Management Plan.

## Letter from Thomas Murphy

Mr. Murphy writes concerning his furnace. He states that around October of last year when we had a lot of rain, the rain got in on the furnace. He checked the drains, and they were blocked. He states that the only thing that happened was when the contractor did the waterlines, they either cut off the drainpipes or blocked them. There was also a leak where they connected the house. Mr. Murphy states that he had no heat last winter and he is trying to get heat pumps before next winter.

- Council requires additional information and will meet with Mr. Murphy to further discuss the issue.
- Deferred to the next meeting.

## CEEP Application

Requesting a motion to apply for CEEP funding to do some repair work at the Municipal Depot and the Municipal Complex. The CEEP application is in the amount of \$15,759.36.

### **MOTION 06-19-25-04 – CEEP application 2025-26**

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

**BE IT RESOLVED THAT** Council will apply for CEEP funding in the amount of \$15,759.36 to complete repairs on the Municipal Depot, Municipal Complex and the Fire Hall.

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

**MOTION CARRIED**

## 50+ Club - Budget Expenditure

*Councillor Lydia Burke declared a conflict of interest as she is an executive member of the 50+ Club.*

The 50+ Club is requesting budget funding in the amount of \$669.00 to pay for the June 8<sup>th</sup> musical event held at the Community Centre.

### **MOTION 06-19-25-05 – Approve Expenditure**

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

**BE IT RESOLVED THAT** Council approves reimbursing the 50+ Club the amount of \$669.00 for the June 8<sup>th</sup> event.

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

**MOTION CARRIED**

## **Municipal Review – July 2024**

Municipal Affairs conducted a Municipal Review in July of 2024. This report is based on that review. The report was provided to all councillors to review. From the review, Municipal Affairs made the following recommendations:

1. Council purchase an adequate fire-resistant storage facility to keep essential records.
2. Council adopt regulations respecting the control and management of the water and sewerage system.
3. Council adopt a building bylaw.
4. Council adopt private water/sewer regulations.
5. Council adopt a Fire Department Control and Management By-Law

Municipal Affairs also recommends that Council adopt the following By-Laws:

1. Prohibiting and Controlling the Use of a Source of Water By-Law.
2. Arrears Sales By-Law.

In addition, all regulations adopted by Council under the Municipalities Act, 1999, are to be reviewed and amended to by-laws as per Section 7, 8 and 304 of the Towns and Local Services Districts Act.

- This work is ongoing. I have several first drafts of by-laws completed for Council to review.

Council can make the following By-Law prohibiting and controlling the use of a source of water, as well as the Arrears Sale By-Law by adopting the following Resolutions:

### **Prohibiting and Controlling the Use of a Source of Water By-Law**

#### **MOTION 06-19-25-06 – Prohibited Source Water By-Law**

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

**BE IT RESOLVED THAT** that pursuant to the powers vested in it under Section 7(1)b of the Towns and Local Service Districts Act, the Town Council of Long Harbour-Mount Arlington Heights passes and enacts the following by-law relating to prohibiting and controlling the use of a source of water:

The Town of Long Harbour-Mount Arlington Heights prohibits and controls the use of a source of water that the town council considers to be dangerous to public health.

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

**MOTION CARRIED**

## Arrears Sales By-Law

### **MOTION 06-19-25-07 – Arrears Sales**

Moved by Councillor Lydia Burke, seconded by Councillor Gary Keating.

**BE IT RESOLVED THAT** The Council of Long Harbour-Mount Arlington Heights shall direct that real property be sold by Arrears Sale upon confirmation by the Town Clerk that a Notice of Arrears for the real property was served in accordance with section 146 of their Act where the real property tax, water fee or a local improvement assessment is in arrears for 18 months and the 90 day notice period referred to in paragraph 146(2)(d) of the Act has expired.

### **NOTICE OF ARREARS SALE**

1. The Town Clerk shall immediately upon receipt of a copy of the resolution referred to in section 150 of the Act, serve an owner, mortgagee, judgment creditor, lienholder or other person having a charge or encumbrance upon or against the real property with written notice of the arrears sale.
2. A person who received a notice under subsection (1) may, within 14 days of service of the notice, file an appeal with the Town.
3. Where an appeal has not been filed under subsection (2), the Town Clerk may advertise the real property referred to in the resolution for sale by public auction at a time and place that shall be stated in the advertisement.
4. Where an appeal has been filed under subsection (2), the Town Clerk shall not advertise the real property referred to in the resolution for sale by public auction until a decision has been made with respect to the appeal.
5. An advertisement under this section shall be published in accordance with section 292 of the Act at least 30 days immediately before the date of the arrears sale.
6. It is sufficient in the notice and the advertisement to put the street and number of the real property, or to put another short reference by which the real property may be identified, together with a statement that a full description may be seen at the Town Clerk's office.

The arrears sale will be conducted in compliance with the Towns and Local Service Districts Act.

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

**MOTION CARRIED**

**Letter from the St. Francis Xavier Parish**

*Mayor Keating declared a conflict of interest as he is the Chairman of the Finance Committee.*

The Finance Committee for the St. Francis Xavier Parish is planning to serve a brunch after the Cemetery Mass on August 3, 2025, as part of our Long Harbour-Mount Arlington Heights Days celebration. The approximate cost of the brunch is \$1,000.00. They are requesting Council support them with a donation to help offset the cost.

**MOTION 06-19-25-08 – Approve Donation to the St. Francis Xavier Parish Finance Committee**

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

**BE IT RESOLVED THAT** Council approves a donation, equal to the amount donated in 2024, to the St. Francis Xavier Parish Finance Committee.

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

**MOTION CARRIED**

**Schedule Date for Lobster Boil**

**MOTION 06-19-25-09 – Schedule Date for Lobster Boil**

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

**BE IT RESOLVED THAT** Council schedules the annual lobster boil for July 11, 2025.

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

**MOTION CARRIED**

**DEVELOPMENT** - None

**DELEGATIONS** - None

**FINANCE**

**MOTION 06-19-25-10 Approve Cheque List and Visa Payment**

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

**BE IT RESOLVED THAT** the cheque list for the period of May 15, 2025, to June 19, 2025, in the amount of \$18,213.02 approved for payment. Also, approved for payment is the Visa Statement for month ending May 2025, in the amount of \$2,832.22.

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

**MOTION CARRIED**

## **CORRESPONDENCE**

### **Department of Municipal Affairs - General Election**

The document was provided to all councillors. The Department of Municipal Affairs and Community Engagement is providing a reminder that the Municipal General Election 2025 is scheduled to take place in all cities, towns and local service districts on October 2, 2025. This year the Provincial Government is investing \$350,000 to support the Municipal General Elections. The funding investment will help raise awareness of the Municipal General Election 2025 and the importance of accessibility, diversity and inclusion in municipal governance.

### **Government of NL – Emergency Service Act**

The document was provided to all councillors. The Government of NL is reminding all municipalities that in accordance with Section 5 of the Emergency Services Act, all municipalities in NL are required to have an up-to-date Emergency Management Plan.

### **Asset Management Plan – 2025**

A copy of our updated Asset Management Plan was provided to all councillors. Any questions on the Asset Management Plan should be directed to the Town Manager.

### **Government of NL – Introduction to the Minister of Municipal Affairs**

The letter was provided to all councillors. It introduces the Honorable Paul Pike as Minister of Municipal Affairs and Community Engagement.

### **ATIPPA 2015 Guidance**

The circular was provided to all councillors. This circular introduces the Privacy Impact Assessment. It explains the purpose of the Privacy Impact Assessment; What PIA is, and the requirements for PIA's.

### **Draft Schedule of Events for Long Harbour-Mount Arlington Heights Days**

The draft schedule of events for Long Harbour-Mount Arlington Heights Days was provided to all councillors.

- There were no changes noted.

**Boaters' Association**

*Councillor Wayne Kelly declared a conflict of interest as he is a member of the Boaters Association.*

The Boaters Association are requesting Council pay the invoice from Crocker & Son for the boom truck to place the docks.

**MOTION 06-19-25-11**

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

**BE IT RESOLVED THAT** Council will pay the invoice in the amount of \$991.88, from Crocker & Son to place the docks.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Kevin McDonald

**Councillors:** L. Burke, G. Keating

**MOTION CARRIED**

**NOTICE OF MOTION** - None

**COMMITTEE REPORTS** - None

**DATE FOR NEXT MEETING** – July 17, 2025

**ADJOURNMENT**

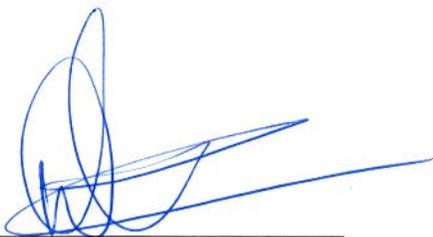
**MOTION 06-19-25-12 Adjournment**

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

**BE IT RESOLVED THAT** Council adjourns the meeting to a privileged session at 7:44 pm.

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

**MOTION CARRIED**



Walter Keating  
Mayor



Juanita Gosse  
Town Clerk/Manager