

**Town of Long Harbour - Mount Arlington Heights  
Minutes of Regular Meeting  
November 20, 2025**

**In Attendance**

Mayor Walter Keating

Deputy Mayor Jamie Bruce

Councillor Lydia Burke

Councillor Loretta Keating

Councillor Kayla Squires

Councillor Linda Murphy

Councillor Isadore Gambin

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 11-20-25-01 - Adopt the Agenda**

Moved by Councillor Lydia Burke, seconded by Councillor Linda Murphy.

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

**In Favor:** Mayor Walter Keating

Deputy Mayor Jamie Bruce

**Councillors:** L. Burke, L. Keating, L. Murphy, K. Squires, I. Gambin

**ADOPTION OF MINUTES**

**MOTION CARRIED**

**MOTION 11-20-25-02 - Adopt the Minutes of the Regular Meeting held October 16, 2025.**

Moved by Councillor Loretta Keating, seconded by Deputy Mayor Jamie Bruce.

**BE IT RESOLVED THAT** the minutes of October 16, 2025, Regular Meeting be adopted without errors or omissions.

**In Favor:** Mayor Walter Keating

Deputy Mayor Jamie Bruce

**Councillors:** L. Burke, L. Keating, K. Squires, I. Gambin, L. Murphy

**MOTION CARRIED**

**MOTION 11-20-25-03 - Adopt the Minutes of the Special Meeting held October 30, 2025.**

Moved by Councillor Isadore Gambin, seconded by Councillor Linda Murphy.

**BE IT RESOLVED THAT** the minutes of October 30, 2025, Special Meeting be adopted without errors or omissions.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Jamie Bruce

Councillors: L. Burke, L. Keating, K. Squires, I. Gambin, L. Murphy

**BUSINESS FROM THE MINUTES**

**MOTION CARRIED**

**Fire Department Request for Remuneration**

Firefighters training is often offered during weekdays when firefighters are working. Oftentimes firefighters must take vacation time or other days off to participate in fire and emergency training. They are requesting to be paid a remuneration to offset lost wages or to further entice members to participate in training.

At the meeting of October 16, 2025, the Fire Department Committee agreed to meet with the Fire Department to discuss their training needs.

- Deferred to next meeting.

**Emergency Intake Line**

It was suggested that council purchase a submersible pump and waterline or hose to have on hand in case there's a problem with the waterline coming from Shingle Pond to the Water Treatment Plant. This waterline is 50+ years old, and it runs from Trout Pond and Shingle Pond out to Maturin Pond where it runs under Maturin Pond to the Water Treatment Plant. The suggestion was brought forward as a proactive step to ensure continued water distribution.

Cahill recommended one of two options:

Options 1 - Diesel pump set with suction line.

Option 2 - Submersible Pump with intake screen to slide the pump down into the pond. 300 ft flex pipe and fittings, 300 ft. of electrical tech cable #12

Budget requirement would be \$49,000 plus tax to supply only.

- Deferred for additional information. Request an itemized price quote. Try to get another price quote from another company.

## **Email from Kirby Patey - Airsoft Competition**

This was deferred to this meeting to allow the Manager to gather information on the event from other towns.

- I requested a reference from Scott Martin from the municipality of Logy Bay-Middle Cove-Outer Cove. He said the event was on crown land and the town had no issue with it. All they did was notify the residents that the event was happening. Event coordinators provided signage. There was no negative feedback from residents and Council was happy with the event.
- I also spoke with Nichole Clark from Portugal Cove-St. Phillips. She said the town did not partner with this group on an event. If there was an event, the town was not aware of it.

## **MOTION 11-20-25-04 – Approve Airsoft Competition**

Moved by Councillor Isadore Gambin, seconded by Councillor Kayla Squires.

**BE IT RESOLVED THAT** Council approves the Airsoft Competition scheduled for 2026 in Long Harbour-Mount Arlington Heights.

**In Favor:** Mayor Walter Keating

Deputy Mayor Jamie Bruce

Councillors: L. Burke, L. Keating, K. Squires, I. Gambin, L. Murphy

**MOTION CARRIED**

## **Streetlights around Big Head**

- Defer to next meeting as the price quote from NL Power was not received.

## **MANAGER'S REPORT**

**Canada Summer Jobs** – The town has applied for three students for summer employment under the Canada Student Jobs Program.

**Generator for Municipal Complex** – The generator is on back order. Ship date is now December 2, 2025.

**Maturin Pond Trail Update** – We have received all mandatory documents from the contractor including a Letter of Good Standing – COR certification, Clearance Letter from WorkplaceNL, the contractors Site-Specific Safety Plan, the Hazzard Assessment and the proof of Liability Insurance. We also have the permit to Alter a Body of Water, so we are ready to start the project. The kickoff meeting happened on November 12<sup>th</sup>. We talked about hiring locals. Brook Construction will bring in two of their full-time employees. They have an obligation to these workers, however, if they require additional laborers, they will hire local. Given the time of year and knowing they want to get as far as they can before the snow falls, I can see them hiring additional help. They have placed a trailer at the back of this building to be used as their office, tool storage and employee lunchroom. They have agreed to purchase materials local

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whenever possible. Project timeline is approximately 4.5 months so end date would be approximately March 31, 2026. The trail will have a one-year warranty after substantial completion. Mills & Wright will do four inspections, leaving one for final completion.

**Water Issue at 240 Main Street.** The homeowner reported water flooding his basement caused by Shaw Construction, the contractors that made the connection to the new water line under the phase 3 project. I scheduled a meeting between the contractor, our engineer and the homeowner. The meeting took place at 240 Main Street. I had Mike attend as well and everyone except the homeowner met with me after the meeting.

Our engineers showed pictures of the work that was done. The pictures show that the contractor did not alter the land in any way. It also showed that the contractor's dig was approximately 10 feet away from the house, so they did not disturb the weeping tile.

It was established that the water buildup in his basement is due to heavy rain and the drainpipe being too high to catch the water before flooding. Apparently, it was discovered that the drainpipe is 3 inches above the basement floor. There is another drainpipe coming out of the basement and that drain is plugged. This one apparently dumps on a neighboring property and seems to be an issue with the neighbor.

The homeowner, although not happy, understood that the contractor did not alter his property and that the flooding was caused by heavy rain and insufficient drainage. I have Meridian's site inspection report if anyone would like to review it.

**2026 Budget and Tax Structure** - The 2026 Budget and Tax Structure must be adopted at the meeting on December 4<sup>th</sup>. I have started drafting the budget and would like to present the draft to the Finance Committee next week.

- A Finance Committee meeting is scheduled for Tuesday, November 25, 2025, at 2:30 p.m.

**Coffee Break for Alzheimer's Society** – We raised \$605.00 and with the Council match, we sent a cheque for \$1,210.00. That's a little better than last year. Thanks to everyone who supported our Coffee Break for Alzheimer's.

**ERSB Board Member** – Congratulations to Mayor Keating. He is the newest member of the Eastern Regional Service Board.

## DELEGATIONS

## NEW BUSINESS

### **Office of the Information Commissioner**

The Information Commissioner congratulates all members of Council and provides an introduction to the Access to Information and Protection of Privacy Act, (ATIPPA) 2015.

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Municipalities are considered public bodies under ATIPPA which means municipalities are subject to and must comply with the Act.

ATIPPA, 2015 affirms the public's right to access records held by public bodies, subject to only limited and specific exceptions. It is important to know about the process.

All municipalities must designate a Head of the Public Body and an ATIPPA Coordinator.

Regarding public information, if you collect you must protect it. All municipalities must comply with the specific provisions regarding the collection, use and disclosure of personal information, and ensure there are reasonable safeguards in place to protect personal information.

The Information and Privacy Commissioner's Office is an independent Office of the House of Assembly. Their job is to ensure that municipalities and other public bodies comply with the ATIPPA 2015. The OIPC often investigates decisions made by public bodies regarding access to information requests.

The OIPC Office has a range of guidance documents to assist public bodies in understanding and fulfilling their obligations. A list of resources was attached to this letter. Also, the OIPC has dedicated Municipalities Coordinators and analysis to help and support municipalities.

The letter goes on to provide information on how to make a general inquiry, how to request a presentation to municipal staff and how to request a consultation with OIPC.

- For the Town of Long Harbour-Mount Arlington Heights, the current Head of ATIPPA is Mayor Walter Keating and the Coordinator is the Town Manager.

#### **Deputy Mayor Request to be added to the Finance Committee**

Deputy Mayor Jamie Bruce is requesting to be added to the Finance Committee. This new appointment will require a motion.

#### **MOTION 11-20-25-05 – Appoint Deputy Mayor to the Finance Committee**

Moved by Councillor Kayla Squires, seconded by Councillor Lydia Burke.

**BE IT RESOLVED THAT** Deputy Mayor Jamie Bruce will be added to the Finance Committee.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Jamie Bruce

**Councillors:** L. Burke, L. Keating, K. Squires, I. Gambin, L. Murphy

#### **Municipal Assessment Agency Board Election**

**MOTION CARRIED**

There are three candidates for the MAA Avalon Director: Councillor Eric A. Snow, South River, Councillor Jim Giles, Clarke's Beach, and Councillor Ed Dumford, Whitbourne. The Town of Long Harbour-Mount Arlington Heights has one vote.

**MOTION 11-20-25-06 – Vote for MAA – Avalon Director**

Moved by Councillor Loretta Keating, seconded by Councillor Linda Murphy.

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mount Arlington Heights votes for Councillor Ed Dumford as Avalon Director of the Municipal Assessment Agency.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Jamie Bruce

**Councillors:** L. Burke, L. Keating, K. Squires, I. Gambin, L. Murphy

**MOTION CARRIED**

**Establishment of a Town of Long Harbour/Mount Arlington Heights Facebook page**

Councillor Gambin asked to have this added to the agenda.

- Deferred to next meeting.

**Posting the Town Council meeting agendas for the public ahead of time**

Councillor Gambin added this to the agenda.

The agenda can be added to our website. Our IT guy will have to upload it, so he must be available to do the work, and there will be a cost applied. Oftentimes issues are added to the agenda last minute so what would be posted should be considered a draft agenda.

**MOTION 11-20-25-07 – Posting the Meeting Agenda**

Moved by Councillor Isadore Gambin, seconded by Councillor Kayla Squires.

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mount Arlington Heights will post the meeting agenda on the Town's website.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Jamie Bruce

**Councillors:** L. Burke, L. Keating, K. Squires, I. Gambin, L. Murphy

**MOTION CARRIED**

**Ways to improve public notification of Town Council meetings**

Councillor Gambin added this to the agenda.

Currently the Council meetings dates are on our community calendar.

**MOTION 11-20-25-08 – Posting Notices of Council Meetings**

Moved by Councillor Isadore Gambin, seconded by Councillor Kayla Squires.

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mount Arlington Heights will advertise Council Meeting via a Public Notice at the post office, at the Town Office, and via OneCall.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Jamie Bruce

Councillors: L. Burke, L. Keating, K. Squires, I. Gambin, L. Murphy

**MOTION CARRIED**

**Audio recording of Regular Town Council Meetings**

Councillor Isadore Gambin added this to the agenda.

- Deferred to next meeting.

**Water Dispenser for Community Centre**

Councillor Linda Murphy added this to the agenda.

- Town Staff will ensure that there is bottled water in the kitchen.

**Email from JW Consulting – Councillor Orientation**

John Walsh, JW Consulting is offering to do the Orientation of Council for \$1,900.00 plus HST. This complies with the requirements of the Department of Municipal Affairs. They cover Module 1 to Module 4. Module 5 is ATIPPA does their own. JW Consulting are waiting for the approval of Municipal Affairs to facilitate the training, and are confident they will be approved.

- Councillors will take the training via zoom.

**DEVELOPMENT**

**DELEGATIONS** - None

**FINANCE**

**Cheque List and Visa Statement Approval**

The Cheque List from October 17, 2025, to November 20, 2025, and the Visa Statement for October was provided to all councillors to review.

**MOTION 11-20-25-09 Approve Cheque List and Visa Payment**

Moved by Councillor Linda Murphy; seconded by Councillor Loretta Keating.

**BE IT RESOLVED THAT** the cheque list for the period of October 17, 2025, to November 20, 2025, in the amount of \$66,070.70 be approved for payment. Also, the Visa Statement for the month of October in the amount of \$4,915.17 be approved.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Jamie Bruce

Councillors: L. Keating, L. Burke, L. Murphy, K. Squires, I. Gambin

### **CORRESPONDENCE**

**MOTION CARRIED**

#### **Gov. of NL – Circular – Re: 2026 Municipal Budgets**

Each year Municipalities are required to prepare and adopt a budget that includes estimates of revenue and expenditures for the upcoming financial year, along with the tax rates for the municipality.

This provides municipalities with an opportunity to assess upcoming needs related to capital infrastructure, repairs, maintenance and to ensure taxation levels are appropriate to the anticipated future requirements. This year, municipalities are strongly encouraged to broaden their discussions to include provisions for unexpected emergencies, including natural disaster, wildfires and potential loss of critical infrastructure.

Municipalities intending to proceed with Tourism Accommodations Tax in 2026 must ensure a by-law is in place and posted on their website.

Towns are reminded to maintain own-source revenues on a per capita basis.

#### **Email – Emergency Services – 911 Division**

The email thanks the town's office staff for working with Next Generation 911 to prepare the civic address data. As a result of our assistance, our municipal civic information has reached the accuracy needed to be used for the NG911 Service.

#### **Eastern Regional Service Board – Collection Fees for 2026**

The Eastern Regional Service Board would like to update council on the current state of our waste management services and collections fees for 2026. ERSB is pleased to inform you that there will be no increase in fees for the upcoming year. The fee remains at \$225.00 per household, per year.

#### **Gov. of NL – Circular – Approval to Award for Over-Budget Tenders**

The Municipal Infrastructure Division (MI) provides cost shared funding for a variety of capital works infrastructure projects throughout the province. As part of its due diligence, MI must issue approvals to the funding recipients at various project stages (e.g. Approval to Call Public Tender, Approval to Award Contract).

If a tender call comes in over the available funding, the town must provide MI with a resolution indication:

- That the local government will fund the excess cost.
- The value of the excess cost that will be covered; and

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- How the local government will pay the extra cost.

A sample of the appropriate resolution was attached to the Circular.

### **Capital Investment Plan Approval Letter**

The letter advises that the Canada Community Building Fund (CCBF) Committee has accepted the project listed on the Town's Capital Investment Plan as Maturin Pond Multiuse Trail Phase 1. The amount of funding is \$128,155.00.

If the scope or costs of the project change, the funding approved for the project cannot be spent until the town is provided with subsequent approval.

It is the responsibility of the community to ensure all approved projects are completed in accordance with all applicable legislation, rules, and regulations, relevant policies, and procedures including the Public Procurement Act.

The document goes on to say that a permit to alter a body of water is required under the Water Resources Act before the start of project construction.

### **Curtis Dawe Lawyers**

Letter is promoting their firm for municipal legal requirements. They work with municipalities throughout the province and can provide effective legal services at a rate that is highly competitive. They provide an introduction to their partners along with their contact information.

### **Sports and Recreation**

*Councillor Lydia Burke and Deputy Mayor Jamie Bruce declared a conflict of interest as they are both members of the Sports and Recreation Committee.*

The Sports and Recreation Committee are seeking council's approval to purchase a bingo machine from their event budget. The machine is quoted at \$2,356.91 taxes included. Sports and Recreation has \$4,142.15 left in their event budget.

### **MOTION 11-20-25-10 – Purchase Bingo Machine**

Moved by Councillor Lorretta Keating, seconded by Councillor Linda Murphy.

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mount Arlington Heights approves purchasing the bingo machine from the Sports and Recreation Event Budget.

**In Favor:** Mayor Walter Keating  
**Councillors:** L. Keating, K. Squires, I. Gambin, L. Murphy

**MOTION CARRIED**

## **NOTICE OF MOTION** - None

## **COMMITTEE REPORTS**

Deputy Mayor Jamie Bruce reported on a meeting she and Mayor Keating attended in Chaple Arm. It was a meet and greet with Mayors and Deputy Mayors from Norman's Cove-Long Cove and Chaple Arm.

The main discussion was regarding Norman's Cove-Long Cove Fire Department not having an operating fire truck. Their fire truck did not pass inspection. A new pumper truck would have a price tag of approximately \$800,000, so they want to apply for funding under 90/10 for this purchase.

At this time, the Norman's Cove-Long Cove Fire Department are interested in purchasing a refurbished truck that will hopefully work for them for the next 8 to 10 years. The refurbished truck will cost approximately \$60,000. They will be fundraising this purchase and will reach out to the Town of Long Harbour-Mount Arlington Heights for financial support.

It was noted that Norman's Cove-Long Cove Fire Department has a Mutual Aid agreement with our Fire Department which means they are obligated to assist our Fire Department if necessary. As well, they take all highway accident calls.

- It was noted that the Town of Long Harbour-Mount Arlington Heights will support Norman's Cove-Long Cove in this endeavor.

### **Christmas Newsletter**

- It was agreed that the Town will send out a Christmas Newsletter. All community groups will be asked to forward the content they wish to add to the newsletter.
- The Sports and Recreation Committee will host a tree lighting in December. They will light the tree in the community centre.
- Sports and Recreation will also host a Breakfast with Santa. Tickets will be \$10.00 for adults and \$5.00 for children.

**DATE FOR NEXT MEETING** – December 4, 2025

## **ADJOURNMENT**

### **MOTION 11-20-25-11 Adjournment**

Council adjourned the Regular Meeting at

Moved by Councillor Lydia Burke; seconded by Councillor Isadore Gambin.

**BE IT RESOLVED THAT** Council adjourns the Regular Meeting at 8:14 pm.

**In Favor:** Mayor Walter Keating  
Deputy Mayor Jamie Bruce

Councillors: L. Keating, K. Squires, L. Burke, I. Gambin, L. Murphy

**MOTION CARRIED**

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Walter Keating  
Mayor

\_\_\_\_\_  
Juanita Gosse  
Town Clerk/Manager