

**Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
March 31, 2026**

In Attendance

Mayor Walter Keating

Deputy Mayor Jamie Bruce

Councillor Loretta Keating

Absent - Councillor Lydia Burke

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

Councillor Kayla Squires

Councillor Linda Murphy

Councillor Isadore Gambin

CALL TO ORDER

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

ADOPTION OF AGENDA

MOTION 03-31-26-01 - Adopt the Agenda

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

BE IT RESOLVED THAT the Agenda be adopted as presented.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 03-31-26-02 - Adopt the Minutes of the Regular Meeting held February 19, 2026

Moved by Councillor Kayla Squires, seconded by Councillor Linda Murphy.

BE IT RESOLVED THAT the minutes of February 19, 2026, Regular Meeting be adopted without errors or omissions.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

BUSINESS FROM THE MINUTES

Streetlights around Big Head

Email from NL Power states that there is no cost for the initial installation, however, there will be rental fees for the polls. NL Power would have to install 16 poles to add three area lights around Big Head. The charge for the lights is \$18.00 per light for three lights equals \$54.00 per month, plus \$7.00 per pole rental for 16 poles. Altogether the monthly charge for pole rental and three streetlights will be approximately \$190.00.

As well, once the poles are installed, there would be a charge to have them removed.

MOTION 03-31-26-03 – Install 16 Light Poles

Moved by Councillor Kayla Squires, seconded by Councillor Loretta Keating.

BE IT RESOLVED THAT Council will have 16 poles installed for three streetlights.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

MANAGER'S REPORT

Climate Change Adaptation Project - Administration and staff have had several meetings with TRACT to discuss Climate Change.

Appreciation Night - Appreciation Night is scheduled for April 25, 2026. This event is hosted by Council. This year's theme is, "Ignite Volunteerism."

Disclosure Statements & Training Logs– A reminder that Disclosure Statement must be completed and submitted to the Town Office by the end of March. There is also a Training Lot that must be completed to verify your mandatory training. This too must be completed and submitted to the Town Office.

DELEGATIONS

NEW BUSINESS

Emergency Management Committee

Our Emergency Management Plan must be updated to appoint members to the Council Committee. Mayor Keating is currently a member. Deputy Mayor Jamie Bruce should be appointed and one councillor selected by Council.

MOTION 03-31-26-04 – Appoint Members to the Emergency Management Council Committee

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

BE IT RESOLVED THAT the Town Council appoints Deputy Mayor Jamie Bruce and Councillor Squires to the Emergency Management Council Committee.

In Favor: Mayor Keating
Deputy Mayor Jamie Bruce
Councillors: L. Keating, L. Murphy, K. Squires, I. Gambin

MOTION CARRIED

Council must also appoint members to the Emergency Management Planning Committee. Currently Mayor Keating is a member. Deputy Mayor Jamie Bruce should be appointed as well as one other councillor selected by Council.

MOTION 03-31-26-05 – Appoint Members to the Emergency Management Planning Committee

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

BE IT RESOLVED THAT the Town Council appoints Deputy Mayor Jamie Bruce and Councillor Kayla Squires to the Emergency Management Planning Committee.

In Favor: Mayor Keating
Deputy Mayor Jamie Bruce
Councillors: L. Keating, L. Murphy, K. Squires, I. Gambin

MOTION CARRIED

Annual Leave

Town Manager is requesting approval to take annual leave from July 6 to July 20, 2026

MOTION 03-31-26-06 – Approval of Annual Leave

Moved by Councillor Kayla Squires, seconded by Councillor Linda Murphy.

BE IT RESOLVED THAT the Town Manager's annual leave is approved for July 6 to July 20, 2026.

In Favor: Mayor Keating
Deputy Mayor Jamie Bruce
Councillors: L. Keating, L. Murphy, K. Squires, I. Gambin

MOTION CARRIED

Proclamation – Purple Day for Epilepsy

MOTION 03-31-26-07 – Approval Proclamation - Purple Day for Epilepsy

Moved by Councillor Linda Murphy, seconded by Deputy Mayor Jamie Bruce.

Whereas, Purple Day is a global effort to promote Epilepsy Awareness in countries around the world; and

Whereas, Purple Day was founded by nine-year-old Cassidy Megan of Nova Scotia, who wanted to let people know that if you have epilepsy, you are not alone; and

Whereas, Epilepsy is a chronic neurological disorder, which affects each person differently, estimated to affect more than 10,000 people in Newfoundland and Labrador, over 300,000 people in Canada and 50 million people worldwide; and

Whereas, one in ten people will have at least one seizure during their lifetime; and

Whereas, the public is often unable to recognize common seizure types, and unable to respond with appropriate first aid; and

Whereas, Purple Day will be celebrated on March 26th annually to increase understanding, reduce stigma, and improve the quality of life for people living with epilepsy throughout the country and globally

Now, Therefore, be it resolved that the Town Council of Long Harbour-Mount Arlington Heights do hereby proclaim March 26th as Purple Day in an effort to raise awareness and understanding of epilepsy, and support all those who live with seizures each day.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

Proclamation – Easter Seals Month

MOTION 03-31-26-08 – Approve Proclamation – Easter Seals Month

Moved by Councillor Kayla Squires, seconded by Councillor Linda Murphy.

Whereas, more than 130,000 people of all ages in our province live with disabilities such as physical, sensory, cognitive, or other disabilities that present barriers to full participation in society; and

Whereas, Easter Seals Newfoundland and Labrador is a charitable organization with a vision of a community where all people with disabilities live full, healthy, and active lives. A mission to engage, inspire, and maximize opportunities for people with disabilities of all ages by providing meaningful programs and services; and

Whereas, Easter Seals NL’s Recreation Programs help those with disabilities explore what they can do, through independence camps, art and music therapy, and adaptive sports, promoting full, active, and healthy, socially engaged lifestyles; and

Whereas, Easter Seals NL offers Employment and Education Services to assist those with barriers to employment in successfully transitioning from home and school into adulthood and independence with a focus on preparing for, obtaining, and maintaining gainful employment; and

Whereas, Easter Seals NL “I Can Too” Disability Awareness Program activities foster disability awareness and sensitivity and provide tools for accessibility and inclusion; and

Therefore, with the support of the Council of Long Harbour-Mount Arlington Heights, Mayor Keating will sign this proclamation and declare the Month of March in 2026 to be observed throughout the town as Easter Seals Month.

In Favor: Mayor Keating
Deputy Mayor Jamie Bruce
Councillors: L. Keating, L. Murphy, K. Squires, I. Gambin

MOTION CARRIED

Municipal Symposium 2026

The Municipal Symposium 2026 will be held in Gander from May 7th – 9th at the Quality Hotel and Suites. ~~Anyone interested in attending must register online. The deadline date to register is April 23, 2026.~~

MOTION 03-31-26-09 – Approve Travel for Councillors to Attend Municipal Symposium 2026

Moved by Councillor Loretta Keating, seconded by Councillor Kayla Squires.

BE IT RESOLVED THAT travel is approved for four councillors to attend the Municipal Symposium in Gander.

In Favor: Mayor Keating
Deputy Mayor Jamie Bruce
Councillors: L. Keating, L. Murphy, K. Squires, I. Gambin

MOTION CARRIED

Janeway Request for Donation

Council donated \$500.00 to the Janeway in 2025.

MOTION 03-31-26-10 – Approve a Donation to the Janeway

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

BE IT RESOLVED THAT the Town Council approves a \$500.00 donation to the Janeway.

In Favor: Mayor Keating
Deputy Mayor Jamie Bruce
Councillors: L. Keating, L. Murphy, K. Squires, I. Gambin

MOTION CARRIED

Golden Bay 50+ Club Invoices

Councillor Loretta Keating declared a conflict of interest because she is a member of the group's executive committee.

The Golden Bay 50+ Club hosted an event in March and has submitted a \$300.00 invoice for music, to be reimbursed from their budget. Also, they are requesting reimbursement of \$575.00 for transportation services to the Star of the Sea Hall in Placentia.

MOTION 03-31-26-11 – Approve Reimbursement from Budget

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

BE IT RESOLVED THAT the Town Council approves reimbursing the Golden Bay 50+ Club, \$875.00 to cover invoices for events.

In Favor: Mayor Keating
Deputy Mayor Jamie Bruce
Councillors: L. Murphy, K. Squires, I. Gambin

MOTION CARRIED

Council Briefing on Climate Adaptation Project

Bobbi Skanes with TRACT Consulting is requesting a meeting to brief Council on the Climate Adaptation project. She wants to schedule the meeting for Thursday, April 2nd at 6 p.m. This will be a zoom meeting and should only take an hour or so.

- This meeting is confirmed for April 2, 2026, at 6 p.m.
- Town will invite the public via one-call.

Maturin Pond Project – Change Order 2

With the change of the trail from boardwalk to granular material, Brook Construction can eliminate the bridge detail on the drawing. They will use culverts in this area instead. This change will result in a credit to the town of \$2,600.00. Our engineers Mill & Wright have approved the change.

MOTION 03-31-26-12 – Change Order 2

Moved by Councillor Kayla Squires, seconded by Councillor Loretta Keating.

BE IT RESOLVED THAT the Town Council approves Change Order 2 on the Maturin Pond Trail Project.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

Emergency Management Training

Basic Emergency Management training will be offered at the Placentia Bay Cultural Arts Centre, 25 Patterson Drive, on Friday, April 8, 2026, from 8:30 a.m. to 4:30 p.m.

Also, Emergency Operations Centre Management training will be offered on April 9th and April 10th. Anyone planning to attend the Emergency Operations Centre Management training session must have completed the Emergency Management Training.

MOTION 03-31-26-13 – Emergency Management and Emergency Operations Centre Management Training

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

BE IT RESOLVED THAT the Town Council approves four councillors to attend the Emergency Management Training and the Emergency Operations Centre Management Training.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

Rules of Procedure

The Town of Long Harbour-Mount Arlington Heights Town Council Meetings Rules and Regulations By-Law are to be reviewed by the Policy Committee along with the Town Clerk/Manager.

- Committee Meeting scheduled for April 13, 2026, at 1:00 p.m.
- Town to invite public via one-call.

Resource Centre

This item was deferred from last meeting for additional information.

A letter submitted by the 50+ Club was read. The letter contains several issues to be addressed:

1. Seniors Resource Centre. Where is the senior resource room located? It is the position of their organization that the senior resource room was assigned in 2017-18 to the Golden Bay 50+ Club to compensate for the closure of the Parish Hall. Letter says that unfortunately, the seniors were not consulted or asked about what their needs would be for the space. Regardless, they accepted the inevitable closure and were happy to see that there was at least a space in the new municipal building for them called the Senior Resource Centre. If this is not the case, then the seniors were misled, as they weren't informed that they had to share the space.

Other organizations in the community have their own space: The Fire Department has the firehall and the Sports Commission has the canteen. The seniors truly believed at the time that they weren't forgotten, and they had their own space.

Unfortunately, we are told this space is a multi-purpose room, and we have concerns over this. A few things have gone missing from the room, sometimes we do have cash stored in the room. Also, the quilters use the room to store fabric and supplies. We purchased a printer a year ago and we can't even install it because there is no room to put a proper desk that can house a monitor and a printer and an office area.

The 50+ Club asks that council provide them with a list of who has keys and who uses this space. We think we should be consulted when someone requests to use our space. If it was not a Council decision, could this current council address this issue and make a decision. Was the concept of a multi-purpose room a decision of Council or was it an administrative decision.

2. Library - The 50+ Club room also currently houses books on several bookcases in a nonsensible haphazard manner which amounts to a dysfunctional library. The 750-800 books are basically acting as a storage space and simply stated the room is too small to house the library.

It is our understanding that the books came from the senior's room in the old parish hall and that several have been collected and added over the last year or two without the 50+ Clubs' consent and the room is overflowing with books. The 50+ Club did inquire as to how many residents use the library and we were told not that many, maybe 6 or so. The library falls under municipal responsibility not a senior's responsibility. If the town wants to have a library in our community, maybe it should be housed in the municipal portion of the building, where town staff could look after it. Perhaps the old town hall could be used as a library, and the students could organize the books in a library fashion, and it could be opened sporadically in the summer months. The 50+ Club owns the books, and they say that they shouldn't have to keep them if they're cramping their space and they don't have any use for them. The 50+ Club is asking for your comments as they desire to dismantle the library. They plan to invite residents to come and take books for free and donate the rest to a provincial or school library. They understand that the corner shelves are mounted to the walls, and they are not suggesting these shelving be removed. The 50+ Club could use these shelves for other purposes.

3. The 50+ Club Budget – The 50+ Club thanks the town for allocating them a budget. They are acting as a social committee tasked with planning and organizing activities for the whole community, not just seniors, and this funding makes that possible. They are asking Council to provide them with something in writing outlining what the criteria is for the budgeted funds.
4. Council and the 50+ Club Liaison – Could Council reinstate the practice of assigning a councillor to be a liaison between the Council and the 50+ Club. This was always the case in previous councils, and it worked out well for both sides.

A response from the administration was read. The Town Manager agrees that the Resource Centre was given to the 50+ Club for their use, however, the Council of the day also designed it as a multipurpose room for all residents, and it was used as a multipurpose room for over nine years. This was a council decision not the decision of the administration. Council designed the room to be a library, as well as a place where residents could use the computer for research, remote meetings or remote training. It's been used for all these things. Council approved the room for pedicures, and it was also used for the all-important hockey or baseball game.

- Deferred to the next meeting.
- Council will consider moving the library to another room in the Municipal Complex.
- Mayor Keating will be the liaison between the 50+ Club and Council.
- The Town to write the 50+ Club confirming their budget.
- The town will change the lock on the door and keys will only be provided to the 50+ Club. Anyone wanting to use the room will have to get the key from a 50+ club member.

Public Engagement/Town Hall Meeting

This item was added to the agenda by Councillor Kayla Squires. She is requesting Council schedule a Town Hall meeting.

- It was agreed the Town Hall meeting will be incorporated with Strategic Planning. At the next regular meeting of Council, we will schedule a Town Hall meeting.

Climate Change/LHDC

This item was added to the agenda by Councillor Kayla Squires. She is requesting council meet with LHDC to discuss shoreline erosion.

- Deputy Mayor Jamie Bruce will meet with LHDC for discussion.

Strategic Planning

It was agreed to survey the community to gain input from residents on what they want Council to focus on over the next 3½ years. A draft survey was tabled for approval. Changes were made to the survey, and it was approved to be mailed out. The last day to accept completed surveys is April 14, 2026.

DEVELOPMENT

DELEGATIONS - None

FINANCE

Cheque List and Visa Approval

The Cheque Log from February 20, 2026, to March 19, 2026, was provided to all councillors to review along with the Visa Statement for February 2026.

MOTION 03-26-26-14 Approve Cheque List and Visa Statement

Moved by Councillor Kayla Squires; seconded by Councillor Linda Murphy.

BE IT RESOLVED THAT the cheque list for the period of February 20, 2026, to March 19, 2026, in the amount of \$260,822.11 be approved for payment as well as the Visa Statement for February in the amount of \$3,187.36.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

CORRESPONDENCE

Financial and Human Resource Oversight – Role of Council

A letter from the Government of Newfoundland and Labrador outlines the responsibilities of Council pertaining to town finances and managing town staff.

Under the Towns and Local Service Districts Act, council must make sure public money is managed properly. This means the mayor and other council members must regularly look at things like:

1. Finance Statements – *The Town's Annual Financial Statements are copied to all councillors and tabled for approval at a public meeting.*
2. Bank reconciliations – *Bank statements are reconciled monthly.*
3. Payroll – *Payroll records are reviewed and initialed by the councillor signing the payroll cheques.*

4. Budget variance reports – *Budget variance reports are tabled and reviewed at a public meeting each quarter.*
5. Annual financial statements – *same as above.*

Councils do not need to approve every transaction but should understand your town's overall financial picture and ask for clarification if something is unclear.

- *Council's overall financial picture is provided to Council each month.*

Regarding Payroll Oversight - Payroll is one of the biggest expenses for any town and councils should ensure that:

1. Payroll is reviewed by senior management and is reviewed by a councillor with signing authority.
 - *Town payroll is prepared by our office administrator, reviewed by the Town Manager, and reviewed and initialed by a councillor who has signing authority.*
2. Timesheets, overtime, and leave requests are approved properly and follow policy. If your town is missing any policies related to timesheets, overtime or leave, council should create them as soon as possible.
 - *The Town has policies in place regarding timesheets, overtime, sick leave, annual and other leave. The Town Manager ensures that all time sheets, overtime, and leave requests are approved properly.*
3. Any changes to pay, benefits, or job status are written down and approved.
 - *Changes of this nature would be approved by Council via a resolution carried at a regular council meeting.*

Regarding Finance Committees - If you do not have a finance committee, you should set one up. A Finance Committee can:

- Review financial statements
 - Help develop policies
 - Strengthen internal controls, (including cybersecurity and cash handling)
 - Review accounts payable
 - Support budget, audit, and long-term planning
- *The Town has a finance committee who reviews the financial statements and prepares the annual budget. Regarding cyber security, the town carries additional insurance against cyber fraud.*

The letter goes on to talk about the audit process. Council should think about whether the auditor should look at any extra areas during the audit. Council should meet with the auditor in a non-public session to

review the draft financial statements and management letters. This provides council the ability to ask questions.

- *The draft financial statements and management letter are copied to all councillors for review and tabled for approval at a regular meeting. The Auditor always invites Council to meet if they feel it's necessary.*

Regarding Purchasing and Procurement - Council should regularly check that your town's purchasing and procurement practices follow legislation, regulations, and internal policies. This includes making sure proper authorization levels, documentation practices, and internal controls are in place.

- *Town administration ensures Purchasing and Procurement practices are followed.*

Employment Statements – Labour Standards Requirements - Under the Labour Standards Act, all non-unionized employees must have a written Employment Statement. This should clearly explain job duties, pay, hours of work, overtime rules, leave, employment status and other applicable policies. Clear employment terms help ensure accuracy, fairness and consistency.

- *Each member of Town staff has a Job Descriptions and Council has an Employee Policy and Procedure Manual that includes all these items mentioned above.*

Employee Screening - For positions that involve financial responsibility, access to sensitive systems, or a high level of trust, councils may want to consider background checks. These are optional but can help reduce risk.

Seeking Legal Advice - Council is strongly encouraged to seek legal advice whenever needed to support informed decision-making.

TRACT – Funding Information

TRACT Consulting is offering funding information about grants available to NL communities. This is a free service. Their goal is to make communities aware of the varied funding streams that are available.

TRACT regularly prepares applications for municipalities, and a few of the programs now provide up to \$5,000 to cover the cost of preparing funding applications. An example is the Climate Adaptation Fund which we are currently taking advantage of through TRACT. For your review, TRACT has provided their contact information along with a list of funding opportunities available to NL municipalities.

FireSmart – NL Community Wildfire Prevention and Mitigation Program

The NL Community Wildfire Prevention and Mitigation Program is a community approach to wildfire resilience and helps identify and reduce wildfire risks.

The program supports local risk assessments, fuel management planning, and mitigation activities. It also strengthens community-level emergency preparedness by providing guidance to property owners to help them protect their homes from wildfires.

Communities are encouraged to apply for funding to develop a Community Wildland Fire Resilience Plan and Community-based Wildfire Prevention/Mitigation Projects. These plans must incorporate education, emergency planning, vegetation management, and other principles to implement wildfire prevention and mitigation projects at a community level.

When developing a Community Wildfire Resilience Plan, consider the following:

- Forming a planning group consisting of partner organizations
- Developing a project charter
- Deciding on a risk assessment methodology
- Developing a communication and engagement plan or strategy
- Establishing a project timeline and review process
- Identifying who is doing the work, including third parties
- Determining how the plan will be finalized and endorsed
- Identifying a plan for community engagement to share project goals
- Seeking community input
- Validating the results or final plan

The document goes on to outline what a Community Wildfire Resiliency Plan should include. It provides examples of prevention and mitigation actions or recommendations. It also provides guidelines for completing the Community Wildfire Resiliency Application.

Amendment to the Public Procurement Framework

The Memorandum advises that effective March 6, 2026, The Public Procurement Regulations have been amended to increase the thresholds established under Section 5 and 14. New values were provided in the table. An open call for bids is required under section 5 and 14, when the municipality purchases goods and services in the amount of \$139,000, public works \$347,400 and lease of space \$100,000.

NOTICE OF MOTION None

COMMITTEE REPORTS

DATE FOR NEXT MEETING – April 16, 2026

ADJOURNMENT

MOTION 03-26-26-15 Adjournment

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

BE IT RESOLVED THAT Council adjourns the Regular Meeting at 8:33 p.m.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

Walter Keating
Mayor

Juanita Gosse
Town Clerk/Manager