

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
April 16, 2026***

In Attendance

Mayor Walter Keating

Councillor Loretta Keating

Absent: Deputy Mayor Jamie Bruce

Absent - Councillor Lydia Burke

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 04-16-26-01 - Adopt the Agenda

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

BE IT RESOLVED THAT the Agenda be adopted as presented.

In Favor: Mayor Keating

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

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 04-16-26-02 - Adopt the Minutes of the Regular Meeting held March 31, 2026

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

BE IT RESOLVED THAT Council will not adopt the minutes of March 31, 2026, Regular Meeting.

Contrary Minded: Mayor Keating

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

MOTION FAILED

- The Town Clerk Manager expressed concern regarding the proposed correction. ~~After reviewing both her draft minutes and the official version presented for adoption, she confirmed that the wording was identical, indicating that no changes were made following the meeting.~~ She will be consulting Municipal Affairs to obtain guidance on the procedural questions raised and will ensure Council is kept informed of any direction received.

MOTION 04-16-26-03 - Adopt the Minutes of the Regular Meeting held March 31, 2026

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

BE IT RESOLVED THAT Council adopts the minutes of March 31, 2026, Regular Meeting with the following correction: On page 5, under the heading “Municipal Symposium” strikethrough the second and last sentence, “*Anyone interested in attending must register online. The deadline date to register is April 23, 2026*”.

In Favor: Mayor Keating

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

MOTION CARRIED

BUSINESS FROM THE MINUTES

Resource Centre

Mayor Keating was to meet with the 50+ Club.

- The 50+ Club did not hold a meeting; therefore, Mayor Keating was not able to meet with them.
- Deferred until this meeting takes place.

Rules of Procedure

A Policy Committee meeting was scheduled, however, there was a misunderstanding about it being public or closed. I was asked to check with Municipal Affairs on this, and my understanding is that the committee meeting should be public.

- Council scheduled a public Policy Committee meeting for Tuesday, April 21, 2026, at 7:00 p.m.
- Town Staff to do a Onecall to invite the public to this meeting.

Strategic Planning

We received 52 Surveys. I’m in the process of compiling the data.

- Councillors to schedule a Strategic Planning meeting. They will email their available dates to the Town Manager, and she will schedule the meeting based on this information.

Town Hall Meeting

- Council will schedule a Town Hall meeting after the Strategic Planning Meeting.

Climate Change/LHDC

Deputy Mayor Bruce was to meet with LHDC to discuss Climate Change.

- Deferred until this meeting takes place.

MANAGER'S REPORT

Waterline Replacement Phase 4 – Because this project estimated cost came in at 1.28 million, the province suggested we apply for federal funding along with provincial funding. The province felt we would be more lightly to secure this amount from the federal government. I am pleased to report that our application is being considered under CHIF, Canada Housing Infrastructure Fund.

Crown Land – The Town was successful in obtaining the crown land on both sides of the Maturin Brook. I submitted the application to the Crown last year so Council could complete the trail loop around Maturin Pond.

Canada Summer Jobs – The Town is approved for one student for 30 hours per week for 8 weeks under the Canada Summer Jobs Program. In prior years we have always had funding approved for two students.

Municipal Plan and Development Regulations – Email from Emma MacEachern, Urban Planner with CBCL. She reports there were a few departments/agencies that requested additional consultation. She has followed up with those requesting further discussion and has heard back from them with clarification on their comments. She is continuing to address the remaining revisions in response to the Interdepartmental Land Use Committee review.

Climate Change Adaptation Project – I met with Bobbi Skanes from TRACT Consulting today. Over the next week or two I will be working on the Asset Management Climate Change Adaptation Policy.

Bobbi is requesting to schedule a meeting with Council. She is available on Thursday, April 23rd at 4:00 p.m. or Wednesday April 29th at 4:00 p.m. or Thursday, April 30th at 4:00 p.m.

- Meeting scheduled for Thursday, April 30, 2026 at 4:00 p.m.

DELEGATIONS

NEW BUSINESS

1st Quarter Budget Analysis

The budget analysis for the 1st quarter was presented to Council. The town's expenditures are within budget in all categories. There were no issues noted.

LHDC – Request to Write off Municipal Taxes

Mayor Walter Keating, Councillor Loretta Keating and Councillor Linda Murphy declared a conflict of interest as they have family members on the LHDC Board.

The Long Harbour Development Corporation purchases and holds property to support the needs of the community. They are requesting Council write off their 2026 property taxes in the amount of \$2,217.55.

- This issue was deferred until Council meets with the LHDC Board.

D. Daley – Fire Protection Services

Mr. Daley is introducing a new venture he has undertaken to provide fire protection services to towns and businesses in the isthmus area. He has completed training to qualify as an NFPA 1031 Fire Inspector 1.

Under the new Towns and Local Services Districts Act, Section 7 states that Towns must have a by-law related to the inspection of public buildings on an annual basis. Mr. Daley goes on to list his qualifications and work history.

This letter was copied to the Fire Department.

Terry Fox Foundation – Request for Donation

Terry Fox leaves behind a legacy of courage and hope in the fight against cancer. The foundation is requesting a donation for cancer research. The town council donated \$250.00 in 2025.

MOTION 04-16-26-04 – Donation to the Terry Fox Foundation

Moved by Councillor Loretta Keating, seconded by Councillor Isadore Gambin.

BE IT RESOLVED THAT the Town Council approves a \$500.00 donation to the Terry Fox Foundation.

In Favor: Mayor Keating

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

MOTION CARRIED

Policy Development

The office staff are requesting Council develop policy around how registration is handled, who is responsible for registering councillors for training sessions, municipal events etc. This will ensure there is no confusion in future. Also, staff are requesting the councillor travel policy to be updated.

- Deferred to the Policy Committee.

DEVELOPMENT

DELEGATIONS - None

FINANCE

Cheque List and Visa Approval

The Cheque Log from March 19, 2026, to April 16, 2026, was provided to all councillors to review along with the Visa Statement for March 2026.

MOTION 04-16-26-05 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 March 19, 2026, to April 16, 2026, in the amount of \$403,967.35 be approved for payment.

In Favor: Mayor Keating

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

MOTION CARRIED

CORRESPONDENCE

ERSB Response Letter

At our February council meeting the ERSB responded to our letter containing residents' complaints about garbage collection. In the ERSB letter of response, they talked about garbage boxes with protruding nails, screws or other unpleasant or unsanitary conditions.

Council directed me to write ERSB again and ask the following questions:

1. Does the contractor report these problems with garbage boxes to the homeowner or the town?
2. Regarding items not taken, is there a process to ensure residents know why the items are not taken?

Regarding items not taken - they explain that when items are not taken the collector places a sticker either on the affected garbage bags or on the garbage box in question – the sticker outlines the most common reasons

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for non-collection. The sticker provides contact information and encourages residents to reach out if none of the reasons appear to apply.

The ERSB does not contact the Town about each individual issue, these guidelines are established in their annual collection calendars and year-round on their website, along with their Service Delivery Policy.

Letter goes on to say that there were 12 reported missed collections in Long Harbour-Mount Arlington Heights in 2025, ten of which were related to temporary road access issues in August and September.

Government of NL – Summary of 2026/27 Available Grant Programs

Each year, the Department of Municipal and Community Affairs provides funding to cities and towns across the province. Funding grants include:

Municipal Operating Grant (MOG) - Long Harbour-Mount Arlington Heights current MOG is \$54,551.04. This funding is released when the department receives all required reports.

- 2026/27 MOG is fully released to the town of Long Harbour-Mount Arlington Heights.

Provincial Shared Gas Tax – This grant is paid to towns twice per year. 2026/27 funding amount is \$15,066.80. This amount is fully released to the town of Long Harbour-Mount Arlington Heights.

Community Enhancement Employment Program (CEEP) - This grant allows for short-term jobs in rural communities to help people qualify for Employment Insurance. I will note here that the Town of Long Harbour-Mount Arlington Heights has always applied and has always been approved for CEEP funding.

Canada Community Building Fund – Formally known as the Gas Tax Fund provides reliable federal funding to help municipalities build and maintain local infrastructure. The town of Long Harbour-Mount Arlington Heights has a \$0.00 balance in this fund because 100% of this funding is currently approved for the Maturin Pond Trail project. This project will exhaust the available funding under the Canada Community Building fund.

In summary the letter states that Councils are strongly encouraged to take full advantage of these funding sources. These programs can help you repair aging infrastructure, move forward with priority projects, and reduce pressure on your municipalities operating budget.

- As you can see from this document, the town of Long Harbour-Mount Arlington Heights do take advantage of all funding sources.

Government of NL – Community Garden Support Program

The letter thanks the Town for submitting an application to the Community Garden Support Program. Our application was received and will be processed at a later date.

Government of NL – Emergency Management Plan

Through this circular, the Department of Forestry, Agriculture and Lands Emergency Management Division reminds municipalities of their obligation to maintain an Emergency Management Plan.

Towns are encouraged to review their plans to ensure the hazards, risk, and vulnerability analysis remains current and that all contact information is accurate. It is also important to exercise your plan through table-top exercises or other scenarios. This will strengthen your preparedness.

The Emergency Services Division also recommends that community officials involved in emergency management complete a minimum of Basic Emergency Management and Emergency Operations Centre Management training.

- It should be noted that our town's Mayor, and the Town Manager, has training in both Basic Emergency Management and Emergency Operations Centre training. A town firefighter has completed both training courses as well.

Government of NL – Sanitation Regulations

The circular is intended to help towns and cities apply the Sanitation Regulations under the Health and Community Services Act within municipal boundaries and planning areas.

Proper disposal of household sewage is critical. Poorly designed or failing sewage systems can contaminate groundwater or surface water, pose health risks, and cause environmental harm.

- It is noted that under the town's development regulations, septic disposal systems must be approved by the Department of Health. A permit to build is only issued after we receive the letter of approval from Department of Health.

Eastern Regional Service Board – Pilot Project

The ERSB is launching a one-year pilot project allowing double-axle trailers to access the Waste Recovery Facilities, starting May 1, 2026. This new card builds on the success of the Waste Recovery Facility Access Card system.

This pilot project will give residents who use double-axle trailers more flexibility for responsible disposal of residential waste. It will allow ERSB to monitor and ensure safe use before considering permanent changes and it maintains fair access for community members while keeping their facilities safe and efficient.

Residents who wish to participate must be approved Access Card holders.

Letter from Chapel Arm – Re: Chapel Arm Food Pantry

The town council of Chapel Arm writes to bring to our attention an issue that has become increasingly noticeable at their community pantry. Over the past several months, residents of Long Harbour have been using their pantry services, on a weekly basis. Their pantry is stocked by donations from the residents of Chapel Arm, and residents of Long Harbour are placing additional strain on their resources.

Given the frequency of your residents relying on our services, they respectfully ask that the Town of Long Harbour-Mount Arlington Heights consider exploring options to support these residents locally. This could include establishing a food pantry within our town or contributing to their pantry.

MOTION 04-16-26-06 Donation to the Chapel Arm Pantry

Moved by Councillor Loretta Keating; seconded by Councillor Isadore Gambin.

BE IT RESOLVED THAT the Council donates \$500.00 to the Chapel Arm Pantry.

In Favor: Mayor Keating

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

MOTION CARRIED

World Autism Day

World Autism Day was observed on Thursday, April 2nd, 2026, with a global focus on moving from awareness to acceptance, inclusion, and appreciation. The 2026 theme, "Autism and Humanity - Every Life Has Value," emphasizes the dignity, rights, and contributions of neurodivergent individuals.

MOTION 04-16-26-07 Proclaim April 2, 2026, as World Autism Day

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

BE IT RESOLVED THAT the Town of Long Harbour-Mount Arlington Heights proclaims April 2nd, 2026, as World Autism Day.

In Favor: Mayor Keating

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

MOTION CARRIED

Maturin Pond Trail

According to Mills & Wright Landscape Architecture, the walking trail is 95% complete. They recommend that the town hold back the 5% of contract value until the final inspection is completed, around mid-June.

With the milestone of substantial completion, the trail will be turned over to the Town. The contractor wanted to note that there are ATV's using the trail before the gravel material had compacted. The contractor wanted to note that they will not be responsible for repairs of damage done by ATVs. The holdback will be used to cover any repairs that they need to make due to water/spring runoff, but not ATV damage.

They recommend the town place some barriers at the entrances to deter ATV traffic.

Mills & Wright also added a couple of photos of rest areas that include benches. One of these will be the Vale rest spot. One is more in the sun, the other more shaded. Both have views of the pond. As the plaque itself was not included in the contract work, Mills & Wright can help coordinate a design/cost estimate for this work, or it can be done using town forces. Either way, Council will have to approve the message for the plaque.

- Council will place barriers at the entrances to the trail.
- Council will place signs at the entrances to the trail and send a letter to the community explaining why the trail is blocked to ATV's for now.
- Council will dedicate the benches shown in the photo to Vale and the Long Harbour Development Corporation. Town Manager will ask Vale and LHDC to provide wording for their bench plaques.

Gov. of NL – 2026 Municipal Budget Submission Form

Letter thanks the town for submitting the 2026 budget. A review completed by Municipal Affairs noted that the Municipal Operating Grant was understated by \$51.00.

Many municipalities throughout Newfoundland and Labrador continue to develop their tax structure based on the terms mil rate and minimum tax. These processes are no longer permitted under the Towns and Local Service Districts Act.

In a conversation with Dawn Chaplen at Municipal Affairs, Dawn assured me that Municipal Affairs does not want the town to submit a revised budget. The change to budget wording will be added to budget training next year.

Email from Councillor Lydia Burke

Councillor Lydia Burke is requesting a two-month leave of absence. She is hoping to return in June.

MOTION 04-16-26-08 Leave of Absence

Moved by Councillor Loretta Keating seconded by Councillor Kayla Squires.

BE IT RESOLVED THAT the Town of Long Harbour-Mount Arlington Heights approves a two-month paid leave of absence for Councillor Lydia Burke.

In Favor: Mayor Keating

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

MOTION CARRIED

NOTICE OF MOTION None

COMMITTEE REPORTS

DATE FOR NEXT MEETING – May 21, 2026

ADJOURNMENT

MOTION 04-16-26-09 Adjournment

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

BE IT RESOLVED THAT Council adjourn the Regular Meeting to a closed session at 8:25 p.m. to review the disclosure statements submitted by councillors.

In Favor: Mayor Keating

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

MOTION CARRIED

Walter Keating
Mayor

Juanita Gosse
Town Clerk/Manager