

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
June 18, 2026***

In Attendance

Mayor Walter Keating

Deputy Mayor Jamie Bruce

Councillor Loretta Keating

Absent - Councillor Linda Murphy

Councillor Kayla Squires

Councillor Lydia Burke

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 06-18-26-01 - 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 Walter Keating
Deputy Mayor Jamie Bruce
Councillors: L. Keating, L. Burke, K. Squires, I. Gambin

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 06-18-26-02 - Adopt the Minutes of the Regular Meeting held May 21, 2026

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

BE IT RESOLVED THAT Council adopts the minutes of May 21, 2026, Regular Meeting without errors or omissions.

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

MOTION CARRIED

BUSINESS FROM THE MINUTES

Community Resource Centre

Councillor Loretta Keating declared a conflict of interest as she is on the executive committee of the 50+ Club.

MOTION 06-18-26-03 – Resource Centre

Moved by Deputy Mayor Jamie Bruce, seconded by Councillor Kayla Squires.

BE IT RESOLVED THAT Council will move the two small bookshelves and the books from the Resource Centre, change the locks on the door and the cabinets, leave the TV, computer, desk, table and chairs, along with the stationary shelving and cupboards in the room.

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

MOTION CARRIED

Strategic Planning

Two proposals were submitted, one by TRACT Consulting and one by EnTec Consulting. The proposals were sent to all councillors to review.

TRACT Consulting offers the following work for approximately \$20,000.

Phase 1 - Research and Consultation,
Phase 2 - Development Framework
Final Report

TRACT will add the following work for approximately \$12,000

- Work Plans
- Town Development
- Economic Development
- Phased Implementation
- Funding

EnTec Consulting offered the following work for \$49,450 taxes included

Phase 1 – Project Initiation
Phase 2 – Council Engagement
Phase 3 – Community consultation

Phase 4 – Plan Development
Phase 5 – Implementation Framework
Phase 6 – Refined Review
Phase 7 – Final Delivery

Deliverables were noted to be the following:

- Five-year Strategic Plan
 - Strategic Priorities Framework
 - Detailed Implementation Action Plan
 - Project Management Schedule
 - Performance Measurement Framework
 - Council Presentation Package
 - Strategic Plan Implementation Workshop Materials
 - Final Digital Archive
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- Council will meet to review the prior Strategic Plans and request a price quote from Joe Bennett to guide the Strategic Planning process.

Town Hall Meeting

- A Meet and Greet is scheduled for Tuesday, July 7, 2026, at 7:00 p.m.

LHDC – Request to Write off Municipal Taxes

Mayor Walter Keating and Councillor Loretta Keating declared a conflict of interest as they have family members who are directors on the LHDC Board.

MOTION 06-18-26-04 – Tax Write Off

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

BE IT RESOLVED THAT Council approves writing off the full amount of outstanding taxes for the Long Harbour Development Corporation.

In Favor: Deputy Mayor Jamie Bruce
Councillors: L. Burke, K. Squires

Contrary Minded: I. Gambin

MOTION CARRIED

MANAGER'S REPORT

Long Harbour-Mount Arlington Heights Days – Our application for funding was sent to Vale and has been approved. Vale will sponsor kids' activities.

Gardener – Council received three resumes for the position. My decision to hire was based on what was in the best interests of the town, considering this person will assist with the water treatment plant operations when necessary.

Professional Development – Town Manager completed the half-day Access to Information Protection of Privacy education session that included the topics on ATIPPA and cybersecurity. It was a very interesting and informative session. I have signed up for another session offered in mid-June.

DELEGATIONS

NEW BUSINESS

Draft Financial Statements for Year End 2025

Council met with the town's auditor Jordan Penney. Jordan reviewed the financial statements and explained each line item. There was one mistake identified within the draft. This has been corrected and no other issues were noted. Once adopted by council, the financial statements will be added to our website and posted for public viewing.

The Finance Committee presented the Financial Statements for year-end 2025 to Council for adoption.

MOTION 06-18-26-05 – Approve the Financial Statements for Year End 2025

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

BE IT RESOLVED THAT the Council approves the Financial Statements for year-end 2025 as presented.

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

MOTION CARRIED

Fire Department – Request to apply for a Special Assistance Grant

The Fire Department has reevaluated their needs for SCBA equipment. Their SCBA sets are 15+ years old, with one set condemned. Also, the SCBA bottles can no longer be filled. The cost of replacing this equipment is estimated at over \$50,000.

If they can't get this equipment donated, they are requesting Council approve an application for a Special Assistance Grant to purchase the equipment they need.

MOTION 06-18-26-06 – Apply for a Special Assistance Grant for Fire Department Equipment

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

BE IT RESOLVED THAT Council will apply to Municipal and Community Affairs for special assistance funding to replace our Fire Department's SCBA equipment if necessary.

In Favor: Mayor Walter Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

Asset Management Policy

The Asset Management Policy was copied to all councillors to review. This Asset Management Policy includes climate adaptation. Before adopting the new policy, Council must repeal the old policy signed March 30, 2023.

MOTION 06-18-26-07 – Repeal the Asset Management Policy signed March 30, 2023

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

BE IT RESOLVED THAT Council repeals the Asset Management Policy adopted on March 30, 2023.

In Favor: Mayor Walter Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

MOTION 06-18-26-08 – Adopt the Asset Management Policy

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

BE IT RESOLVED THAT Council adopts the Asset Management Policy as presented.

In Favor: Mayor Walter Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

Invoice from Boaters Association – Place Docks

Mayor Walter Keating and Councillor Isadore Gambin declared a conflict of interest as they are on the Boaters Committee.

The Boater's Association has submitted their invoice from Crockers & Son to place the docks in the water. They are requesting Council pay the invoice in the amount of \$991.88.

MOTION 06-18-26-09 – Approve paying the invoice for the Boater’s Association

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

BE IT RESOLVED THAT Council approves paying the invoice from Crocker & Son to place the docks in the water.

In Favor: Deputy Mayor Jamie Bruce

Councillors: L. Keating, L. Burke, K. Squires

MOTION CARRIED

Request Tax Write Off - 92728 Newfoundland and Labrador Corp

Business 92728 Newfoundland and Labrador Corp no longer operates in Long Harbour-Mount Arlington Heights and is requesting Council write off all outstanding taxes associated with the business.

MOTION 06-18-26-10 – Approval to Write off Outstanding Taxes

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

BE IT RESOLVED THAT Council will write off all outstanding taxes levied against 92728 Newfoundland and Labrador Corp.

In Favor: Mayor Walter Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

TRACT – Climate Ready Infrastructure Service

Climate Ready Infrastructure Service provides eligible communities with free expert support (20k value) to help strengthen planned or in-process infrastructure projects through a climate resilience lens. This support can include technical advice, project scoping, cost-related guidance, and a tailored report to help inform you of the next steps and future funding opportunities. Coastal protection or shoreline infrastructure is included in the projects that may be a fit.

TRACT can help review the potential projects, identify a strong fit, and support the application/registration process so your community can access this free expert guidance.

MOTION 06-18-26-11 – Climate Ready Infrastructure Service

Moved by Councillor Kayla Squires, seconded by Deputy Mayor Jamie Bruce.

BE IT RESOLVED THAT Council will investigate the service TRACT is offering as it relates to coastal

protection and shoreline infrastructure.

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

MOTION CARRIED

Price Quote for Water Treatment Plant Upgrade

Cahill has submitted price quotes for Water Treatment Plant repairs or upgrades. The quote is divided into two options. The first is Option 1 and 1A. This quote is to replace the CL2 sensor and replace the probe flow assembly. This will repair our existing infrastructure; however, our operators have stated that this repair is ongoing approximately every three years.

The second option, Option 2 and 2A, will have Cahill supply and install an upgraded Chlorine analyzer. This will replace the existing infrastructure and will not require additional future repairs. Option 2A is considered supplies and the replacement of tubing within 6 months to 1 year which will have to be completed either way.

Our Water Treatment Plant Operators recommend Option 2 and 2A. This replacement option will ensure no future breakdowns or replacement of this sensor.

MOTION 06-18-26-12 – Approve Quote 2 and 2A from Cahill

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

BE IT RESOLVED THAT Council approves the replacement of Chlorine Analyzer under quote option 2 and 2A.

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

MOTION CARRIED

RNC Request for Donation

The RNC are requesting the council's support in sponsoring their 36th Annual Community Guide. This year the guide will be the Suicide Prevention Awareness Handbook designed to help prevent suicides by recognizing the signs and behaviors of children and adults that may be at risk. Council usually purchases the 1/8 page.

MOTION 06-18-26-13 – Support the RNC Community Guide

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

BE IT RESOLVED THAT Council will purchase the 1/8 page in support of the RNC 36th Annual Community Guide.

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

MOTION CARRIED

DEVELOPMENT

Williams Excavation Services Limited

This application to operate in Long Harbour-Mount Arlington Heights was deferred for additional information.

In a conversation with David Williams, he said he is basically requesting a home-based business, covering his office space in his home. His business operations does not happen at his civic address. He moves his equipment from job site to job site. The property is zoned Town Zone.

Williams Excavation Services has 2 utility trailers, 2 mini excavators, 2 dump trucks, a float and a dump trailer. His equipment will be moved as necessary to his work sites.

MOTION 06-18-26-14 – Williams Excavation Services Limited

Moved by Deputy Mayor Jamie Bruce, seconded by Councillor Kayla Squires.

BE IT RESOLVED THAT Council approves the home-based business, Williams Excavation Services Limited, at 546 Main Street.

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

MOTION CARRIED

- The Town Manager will check with the Municipal Assessment Agency for clarification on taxing the site where his equipment is stored.

Outport Carpentry Solutions Homebased Business

Request to operate a home-based Residential Carpentry business from 28 Norman's Lane. His business will service Long Harbour and surrounding areas.

The area of Norman's Lane is zoned Town, and a home-based business is allowed in this area.

MOTION 06-18-26-15 – Outport Carpentry Solutions – Homebased Business

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

BE IT RESOLVED THAT Council approves the home-based business at civic address 28 Norman's Lane.

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

MOTION CARRIED

DELEGATIONS - None

FINANCE

Cheque List and Visa Approval

The Cheque Log from May 21, 2026, to June 18, 2026, was provided to all councillors to review along with the Visa Statements for March to April 2026.

MOTION 06-18-26-16 Approve Cheque List and Visa Statement

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

BE IT RESOLVED THAT the cheque list for the period of May 22, 2026, to June 18, 2026, in the amount of \$47,792.15 be approved for payment as well as council approves the Visa Statement for May to June in the amount of \$4,837.52.

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

MOTION CARRIED

CORRESPONDENCE

Government of NL – Circular – Paving TI Owned Roads

The Circular advises that asphalt paving work will be proceeding during this construction season on several provincial roads within communities.

There have been recurring issues where newly placed asphalt has been cut shortly after installation of municipal water and sewer connections therefore the Department of Transportation and Infrastructure will restrict cutting new asphalt. They will not approve municipal crosscuts or service hookups on provincial roads that require cutting into newly placed asphalt within the first 2 years.

Also, under the Municipal Capital Works Program, funding will not be provided for repaving where the existing pavement is less than 10 years old.

Municipalities are asked to review and identify any planned or anticipated water and sewer upgrades with areas scheduled for paving this season. Notify the department as soon as possible and advise residents and developers who may be planning to connect to existing water and sewer systems in these areas that any required excavations or connections must be completed prior to paving operations.

Government of NL – Incident Command System Training

The 2025 wildfire season in Newfoundland and Labrador was unprecedented due to the number of urban-wildland interface fires and their significant risk to life safety and communities.

Based on the lessons learned, the Emergency Services Branch is taking steps to increase incident management knowledge and capacity.

Municipal leaders can now access Incident Command System training online. These are self-study courses and are free of charge for municipal leaders in NL.

Municipal leaders are encouraged to take advantage of this training opportunity. How to access the training sessions is included in the document.

Government of NL – Community Garden Support Program

The Town of Long Harbour-Mount Arlington Heights was approved for a \$700.00 grant under the Community Garden Support Program. This funding will be utilized to repair our greenhouse.

MOTION 06-18-26-17 – Purchase Topsoil and a Flexible Water Hose for the Community Garden

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

BE IT RESOLVED THAT Council approves purchasing a load of topsoil and a flexible water hose for the Community Garden.

In Favor: Mayor Walter Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

Letter from The St Francis Xavier Finance Committee

Mayor Walter Keating declared a conflict of interest as he is on the St. Francis Xavier Finance Committee.

The St. Francis Xavier Finance Committee writes regarding the cemetery. Over the past number of years they have done extensive work on the cemetery. The first phase of the stamped concrete walkway, at a cost of \$20,000 was completed from funds raised by parishioners. The second phase cost \$25,000 and again was completed using funds raised by parishioners.

The committee has received a quote for the third and final phase of this work. The cost estimate to finish this work is \$25,000. The committee has \$10,500 in the cemetery fund and are reaching out for Council's support to finance the remaining \$14,500.

MOTION 06-18-26-18 – Donation to St. Francis Xavier Finance Committee

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

BE IT RESOLVED THAT Council approves donation \$14,500 to the St. Francis Xavier Finance Committee to complete the stamped concrete walkway at the cemetery.

In Favor: Deputy Mayor Jamie Bruce

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

MOTION CARRIED

NOTICE OF MOTION

1. To adopt the Town of Long Harbour – Mount Arlington Heights Town Council Meeting Rules and Regulations By-Law 2026
2. To adopt the Councillors Travel Policy 2026
3. To adopt the Staff Travel Policy 2026

COMMITTEE REPORTS None

DATE FOR NEXT MEETING – July 23, 2026

ADJOURNMENT

MOTION 06-18-26-19 Adjournment

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

BE IT RESOLVED THAT Council adjourns the Regular Meeting at 8:09 p.m.

In Favor: Mayor Keating

Deputy Mayor Jamie Bruce

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

MOTION CARRIED

Walter Keating
Mayor

Juanita Gosse
Town Clerk/Manager