



**Town Council Public Meeting**

Tuesday, October 1st, 2024 at 6:30 PM  
Community Hall

Attending: Jason Cullihall, Mayor  
Jennifer Shears, Deputy Mayor  
Patricia Cullihall, Councillor  
Tony Smith, Councillor  
Keith Granter, Councillor  
Wilfred Ellsworth, Councillor  
Julie Penney, Town Clerk Manager  
Tracy Reid, Town Clerk Assistant

Guest: Julia Endicott, Marilyn Payne, Tammy Lossing, Jason Lossing

Absent: Laurie Trepanier, Councillor

**1. CALL TO ORDER**

The meeting was called to order by Mayor Cullihall at 6:33 pm.

**2. ADOPTION of MINUTES**

Motion #113-2024 Moved by Councillor Keith Granter and seconded by Councillor Tony Smith.

BE IT RESOLVED that the Town Council of Rocky Harbour adopts the minutes of the Public Meeting of Council held on September 16, 2024.

All in favour: Mayor: J. Cullihall  
Councillors: P. Cullihall, L. Trepanier, J. Shears, T. Smith, K. Granter  
Opposed: 0  
Abstaining: 0  
**Motion Carried**

**3. ERRORS and OMISSIONS**

**4. GUEST/ PRESENTATIONS**



4.1 [REDACTED] - Inquired about road reservation specifically who owns and maintains road that goes through their property. Town does not own any of the land as it is Crown Land. Once a roadway is up to standards The Town of Rocky Harbour can maintain it, but this has to be done by developers of the land. [REDACTED] was advised to reach out to Crown Lands and office staff can assist with contacts if needed.

4.2 [REDACTED] - Discussed neighbour mowing lawn at 7:30am and it has been disruptive. Council advised speaking with neighbour and making a compliant to the RCMP if necessary, in the future.

4.3 [REDACTED] - Community Garden request to move garden beds to the front part of hotel for proper gathering. Council did not recommend this location but will look into further options.

## 5. BUSINESS ARISING FROM MINUTES

5.1 Action Report

## 6. NEW BUSINESS

6.1 Young's Lane Culvert placement at Rudy's – Property owners are responsible for managing their own water without interfering with other resident's land when doing any work on their own property.

6.2 Harbourview Waterline Project – Council motions to not move forward with the Harbourview Waterline Project and cancel the project and look to reapply in the future.

**Motion #114-2024 by Councillor Tony Smith and seconded by Councillor Keith Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour has agreed to cancel the Harbourview Waterline Project.

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, J. Shears, T. Smith, K. Granter, W. Ellsworth

Opposed: 0

Abstaining: 0



**Motion Carried**

**6.3 Community Rental Discount – Kids Music Lessons.** There is an individual interested in bringing kids music lessons to Rocky Harbour from Deer Lake and they have asked if there is any type of discount that can be offered. Council has requested more information and that they prepare a presentation for the request. Deferred until this happens.

**6.4 Operations and Office During Christmas Holidays –** Council discussed that all staff will have mandatory holidays off and operations to function as normal unless staff use their own personal time off.

**6.5 Maintenance Yard Storage for Equipment –** Office staff to look into getting quotes on 2 Sea-cans and a metal dome for roof.

**6.6 Community Newsletter –** Town to create a new community newsletter for residents to inform them of what is happening around town and what council is working on.

**6.7 Rocky Harbour Pond Additional Holding Tank –** After receiving quotes and consultation from EMCO Corporation, it is advised that there be two 830g holding tanks installed at Rocky Harbour Pond instead of one large holding tank. Both holding tanks will cost \$4370.00.

**Motion #115-2024 by Councillor Keith Granter and seconded by Councillor Tony Smith.**

BE IT RESOLVED that the Town Council of Rocky Harbour has agreed to purchase a second holding tank for Rocky Harbour Pond.

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, J. Shears, T. Smith, K. Granter, W. Ellsworth

Opposed: 0

Abstaining: 0

**Motion Carried**

**6.8 [REDACTED] Sidewalks –** Council discussed that there was a previous motion to fix so many sidewalks each year. Town to get quotes from Marine to do the work to the sidewalks and Town office to find list of sidewalks that need to be fixed.



6.9 [REDACTED] Mixed Land Development – cancelling request to get land rezoned.

6.10 Arena Rubber Matting, ice edger and hockey equipment - After reviewing the three quotes council agreed to purchase 5 GRL 3MM Roll Speckle 4x50 at \$249/roll from The Fitness Factory, 2 4x6x1/2” Rubber Mat at \$92/roll and Olympia Battery Ice Edger at \$8,100.00. Town to ask Town of Norris Point if they are interested in investing into the ice Edger as they stated they have up to \$5,000 to donate to the Arena.

**Motion #116-2024 by Councillor Tony Smith and seconded by Councillor Keith Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour has agreed to purchase rubber matting and an ice edger for the Arena.

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, J. Shears, T. Smith, K. Granter, W. Ellsworth

Opposed: 0

Abstaining: 0

**Motion Carried**

6.11 Vacant Lands Property Fee Collection Process – Council advised it needs to go to the collections but to contact lawyer before doing so.

6.12 Road at Payne’s Path – discussed during guest presentations.

6.13 [REDACTED] Sewer Line – Council discussed that they have executed their means to address and fix the problem with their sewer line. Resident has been given approval to put it in their own septic tank at their cost as the Town cannot remove them from the system as the service has already been provided to the residence. Town to send a letter advising them on their next steps based on what lawyer has advised The Town and that Town cannot invest anymore moving forward.

**Motion #117-2024 by Councillor Tony Smith and seconded by Councillor Keith Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour will provide resident a letter stating that moving forward they cannot invest in their sewer line.



All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, J. Shears, T. Smith, K. Granter, W. Ellsworth

Opposed: 0

Abstaining: 0

**Motion Carried**

## **7. Correspondence**

**7.1 MNL Tradeshow in Gander Nov 5-7 – Mayor and Town Clerk Manager to attend.**

**7.2 CIBC High-interest Savings Account 5% not locked in – Town staff to look further into this account and council to consider during 2025 budget development.**

**7.3 Bear Cove Look Out – Resident brought forward that Bear Cove Lookout has not been maintained. Town to have Public Works look into it and schedule maintenance on any trails that are owned by The Town.**

**7.4 School Soccer Field/Trail and Bottom Brook Trail – Resident brought forward that Town of Rocky Harbour took ownership of trail by the school years ago through a funding application by Kinsmen. Town office to look for any documents stating this. Town to have Public Works look into it and schedule maintenance that is needed. Bottom Brook Trail needs more serious work done. Council to walk along trail and Town to plan best route of action to address the trail and make a decision on if it will be open for next year.**

**7.5 Overdue Balances – Cut off notices have been sent out to Businesses (October 8<sup>th</sup>) and Residents (October 29<sup>th</sup>) who have overdue balances. If payment is not received their water will be shut off.**

**7.6 ACOA Funding for Destination Trail – Town to create a list of trails that they want to do and look at applying for funding.**

**7.7 TxtSquad – A way to engage residents through an instant communication texting app. This is a way for The Town to send important updates, alerts, notifications, event reminders and time sensitive information. MNL members receive a 20% discount and there are 3 various levels depending on our need and what we will use the communication tool for. Flex - \$156/month and Pro - \$236/month and Enterprise - \$476/month. Council would like to try the medium**



plan 'Pro' to see how it goes and if an upgrade is needed we will make the appropriate changes.

**Motion #118-2024 by Councillor Jennifer Shears and seconded by Councillor Wilfred Ellsworth.**

BE IT RESOLVED that the Town Council of Rocky Harbour will obtain TxtSquad at the medium package to try it out as a communication tool to use for communicating with residents in town and upgrade if needed.

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, J. Shears, T. Smith, K. Granter, W. Ellsworth

Opposed: 0

Abstaining: 0

**Motion Carried**

**8. APPLICATIONS;**

**8.1 [REDACTED] – Modular Home - Approved.**

Resident is also looking to get land subdivided but that will have to be surveyed by the resident.

**Motion #119-2024 by Councillor Wilfred Ellsworth seconded by Councillor Tony Smith.**

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, W. Ellsworth, J. Shears, T. Smith, K. Granter

Opposed: 0

Abstaining: 0

**Motion Carried**

**8.2 [REDACTED] – 2 Applications Office Space and Shed – Approved.**

**Motion #120-2024 by Councillor Patricia Cullihall seconded by Councillor Keith Granter.**

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, L. Trepanier, J. Shears, T. Smith, K.



Granter  
Opposed: 0  
Abstaining: 0  
**Motion Carried**

**8.3 Application from [REDACTED] Greenhouse/Shed – Approved.**

**Motion #121-2024 by Councillor Patricia Cullihall seconded by Councillor Keith Granter.**

**All in favour:** Mayor: J. Cullihall  
Councillors: P. Cullihall, W. Ellsworth, J. Shears, T. Smith, K. Granter  
Opposed: 0  
Abstaining: 0  
**Motion Carried**

**8.4 Application from [REDACTED] – Approved in principle pending service NL approval.**

**Motion #122-2024 by Councillor Wilfred Ellsworth seconded by Councillor Tony Smith.**

**All in favour:** Mayor: J. Cullihall  
Councillors: P. Cullihall, W. Ellsworth, J. Shears, T. Smith, K. Granter  
Opposed: 0  
Abstaining: 0  
**Motion Carried**

## **9. COMMITTEE REPORTS**

**9.1 HR Committee – No updates**

**9.2. Public Works Committee – no updates**

**9.3 Recreation Update – See Action Report updates. Town to look at increasing ice rentals for 2025. Council would like to see \$20/rental to go towards this fund for a Zamboni.**



**Motion #123-2024 by Councillor Jennifer Shears and seconded by Councillor Patricia Cullihall.**

BE IT RESOLVED that the Town Council of Rocky Harbour will put \$20/ice rental towards a Zamboni fund.

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, J. Shears, T. Smith, K. Granter, W. Ellsworth

Opposed: 0

Abstaining: 0

**Motion Carried**

**9.4 Rocky Harbour Volunteer Fire Department – 2 members of the fire department will be attending training on October 15<sup>th</sup> in Deer Lake for Province Wide Radio System – P25 Radios for Provincial Fire Departments.**

**Funding to supply 8 SCBA units, 8 Masks, and 16 Cylinders has been approved for the Fire Department 2024/25 Fire Protection Financial Assistance Grant, Project No.FES-SA240033. The cost sharing arrangement for this project is based on a 80/20 Provincial/Municipal ratio. Total funding = \$123,712.73 Provincial Share \$98,970.19 Municipal Share = \$24,742.55. Town must pay their share by November 30, 2024. Fire Department has funds saved. Town to Defer motion to pay share until next meeting after reviewing the budget and financials.**

## **10. FINANCIAL REPORT**

### **10.1. Accounts Payable**

Motion#124--2024 Moved by Councillor Tony Smith, seconded by Councillor Wilfred Ellsworth.

BE IT RESOLVED that the Town Council of Rocky Harbour will pay all invoices as presented.

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, E. Wilfred, J. Shears, T. Smith, K.

Granter

Opposed: 0 Abstaining: 0

**Motion Carried**

## **11. Roundtable**





11.1 Mayor Cullihall discussed the situation regarding the public safety risk with a resident and that he is in talks with a lawyer that will be reaching out further to the town office regarding the situation and next steps.

11.2 Bottom Brook Trail – Send letters to residents to get an idea if they would be open to the trail being moved to have it better maintained and sustainable. Public Committee to walk the trail to assess.

12.3 Follow-up on getting Vent Pipe on Pond Road. Public Works will work on getting this completed.

### 13. Motion to Adjourn

Motion#125-2024 Moved by Councillor Wilfred Ellsworth to adjourn meeting at 8:06 p.m.

All in favour: Mayor: J. Cullihall

Councillors: P. Cullihall, W, Ellsworth, J. Shears, T. Smith, K. Granter

Opposed: 0

Abstaining: 0

Mayor  
Jason Cullihall  
Date:

Town Clerk Manager  
Julie Penney

Date: 08/16/2024