

A regular meeting of Clarke's Beach Council was held on April 15, 2026 in the C.R. Dawe Memorial Chambers, Clarke's Beach Town Hall.

In attendance:

Mayor Danielle Bussey
Deputy Mayor Stephen Dawe
Councillor Terri Lee Bishop
Councillor Kelly Kavanagh
Councillor Jim Giles
Councillor Alice Russell
Town Clerk Joan Wilcox

Others in attendance:

Ernie Mugford - delegate

Meeting opened at 4:30 p.m.

Mayor Bussey welcomed all to the meeting.

Adoption of the agenda:

Motion # 153/26 Alice Russell/Jim Giles

Be it resolved that the Town of Clarke's Beach adopt the agenda for the April 15, 2026 meeting of Council. Motion Carried

MINUTES FOR ADOPTION

● Feb 10, 2026 Closed Meeting of Council

March 3, 2026 Regular Meeting of Council

March 3, 2026 Regular Meeting of Council

Motion # 154/26 Terri Lee Bishop/Stephen Dawe

Be it resolved that the Town of Clarke's Beach adopt the Minutes of Feb 10, 2026 Closed Meeting, Regular Meeting

March 3, 2026, Closed Meeting March 3, 2026. Motion Carried



All in favour

BUSINESS ARISING OUT OF THE MINUTES

1. Water Leak Otterbury Road has been resolved by the Property Owner
2. Notice of Discretionary Usage published in the Shoreline

Newspaper and on social media for storefront business and three apartments at civic address 109 C.B. Highway

No written concerns were received in regard to this proposal.

Motion # 155/26 Alice Russell/Jim Giles

Be it resolved that the Town of Clarke's Beach issue a permit to Mr. X for business - Storefront & Apartments in the building located civic address 109 C.B, Highway. Motion Carried
All in favour

3. Wildfire Mitigation Program - funding approval as per application

Motion # 156/26 Steven Dawe/Jim Giles

Be it resolved that the Town of Clarke's Beach sign the contract accepting the funding

for the Wildfire Mitigation and Prevention Program and have Tract Consulting take the lead in the delivery of the Program .

Motion Carried All in favour

DELEGATE

Mr. Ernie Mugford

Brook Avenue

● Mr. Mugford was asked to address the Council

Mr. Mugford advised Council that, as a result of a Town sewer blockage that occurred on April 7th on Brook Avenue, his basement sustained damage due to sewer backup into his home. He noted the extent of the disruption, including odour and associated mess.

Mr. Mugford expressed concern that such incidents could be prevented

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through increased preventative maintenance by the Town, including regular inspection of manholes to assess their condition and mitigate the risk of overflow.

He further advised that he has contacted his insurance provider and anticipates that the company may follow up with the Town regarding the matter. Mr. Mugford indicated that his insurance deductible is \$2,500 and stated that he does not believe this cost should be his responsibility.

Mayor Bussey expressed appreciation to Mr. Mugford for bringing the matter forward and advised that Council will defer comment and any decision until such time as correspondence is received from his insurance provider.

FINANCIAL

➔ Current account balance provided as of March 31, 2026
Receipts/Deposits summary prepared by Clerk provided

Bills for payment: \$58,830.99

Motion # 157/26 Terri Lee Bishop/Jim Giles

Be it resolved that the Town of Clarke's Beach pay the bills as presented in the amount of \$58,830.90 Motion Carried All in favour

Mayor Danielle Bussey ABSTAINS from the bill from United Technologies due to personal relationship with the provider of the service

DEVELOPMENT APPLICATIONS

1. Mr. X, civic address 194 Glam Road

Personal usage garage permit request

Site assessed by Ron Laracy , Town of Clarke's Beach

Motion # 158/26 Stephen Dawe/Kelly Kavanagh

Be it resolved that the Town of Clarke's Beach give approval for construction of a personal usage garage at civic address 194 Glam Road. Motion Carried All in favour

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CORRESPONDENCE;

1. Request from Janeway Champion Child - Karlee McDonald
for donation for Janeway Telethon

Motion # 159/26 Alice Russell/Terri Lee Bishop

Be it resolved that the Town of Clarke's Beach donate
\$50. (Fifty dollars) to Janeway Telethon. Motion Carried
All in favour

2. Circular from Dept. Municipal Affairs re Sanitation Regs
under the Health/Community Services Act
Place on file

3. Memo from Fire Services Division re 2025 National Bldg
and Fire Code
Place on file

4. Email from Modern Business regarding replacement of the
outdated Samsung Copier - can no longer get parts or service for this
copier. Cost to replace is \$800.

Motion # 160/26 Kelly Kavanagh/Alice Russell

Be it resolved that the Town of Clarke's Beach purchase the
copier as per the quote obtained from Modern Business Ltd.
Motion Carried All in favour

5. Email from the Mobile Café re setting up in Clarke's Beach and
asking for support of Council and also, asking for the Town to
provide free space to park and operate the Mobile Café.
Mobile Cafe would need a water supply source - hookup to refill
the Café water supply.

● With respect to the request from Ms. X regarding her venture,
Mobile Cafe, for the provision of a designated space to park, access to a
water supply, and use of a mobile home waste disposal site, Council
advises that while it supports local business initiatives, it is unable to
accommodate this request at this time due to operational and/or
regulatory constraints. At this time, Council advises that it does not
have access to, nor the capacity to provide, a mobile waste disposal site.



However, there is an RV park located within the Town. Should Ms. X wish to pursue this option and obtain permission from the property owner to park and operate her venture at that location, Council would be pleased to support the arrangement, subject to any applicable regulations or approvals.

Council commends Ms. X for her initiative and recognizes the potential value of the Mobile Café service in supporting visitors and enhancing the overall tourism experience in Newfoundland..

Council extends its best wishes to Ms. X for every success with her venture..

6. Email from Community Sector Council NL re Volunteer Week Town of Clarke's Beach, Mayor Danielle Bussey shall proclaim April 19-April as National Volunteer Week and urge citizens to recognize the crucial role played by volunteers in our community.

PROCLAMATION RE WORLD OVARIAN CANCER DAY
MAY 8, 2026

Mayor Danielle Bussey , Mayor Clarke's Beach do hereby proclaim Wednesday, May 8th, World Ovarian Cancer Day. She encourages all citizens of Clarke's Beach to talk to their health providers about Ovarian Cancer and seek to learn more about the disease.

7. Letter from Dawn Chaplin , Regional Manager, Municipal Affairs re 2026 Budget. (Clerk provided a report to Council for review and discussion regarding allocation of expenses to Category 1.2.5 in the 2026 Budget
8. Letter from Municipal affairs re Financial and Human Resources Clerk provided report on the Financial and Human Resources Policy of Council .
9. Letter from Dept Forestry approval the amount of \$38,674.50 for

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a Community Wildfire Resiliency Plan.

10. Email from Mx. X re connection water to an existing accessory building on property at civic address 10-16 Hill Avenue.

Council received a request from a property owner seeking to connect an accessory building located on her property to the Town's municipal water system.

Council agreed that additional information is required before a decision can be made. It was therefore decided that Council will arrange a meeting with the property owner to discuss the request in further detail.

Council also agreed to consult with the Town's water operator to obtain input prior to making a final determination.

11. Letter from the Clarke's Beach United Church Cemetery Committee re cemetery fence damage.
Acknowledge receipt of correspondence.

Clarke's Beach Cemetery Committee has alleged that damage to cemetery fencing occurred as a result of snowclearing operations carried out this past winter. The Committee has indicated that it believes the Church should be compensated for the alleged damage and has provided two options for the Town's consideration.

Council agreed to defer any decision or expression of opinion on this matter at this time. It was further agreed that Council will first meet with the snowclearing company who supplied the drivers, to review and discuss the snowclearing operations before determining next steps.

OTHER BUSINESS

(i) CODE OF CONDUCT

Mayor, Councillors, and staff are required to comply with the Municipal Conduct Regulations pursuant to the Municipal Conduct Act.

Council further noted that training has been completed and relevant materials have been reviewed. All members have provided written acknowledgment confirming their understanding of, and commitment to, the requirements of the Act and associated regulations.



(2) Garbage Collection

In accordance with Public Procurement Act, Council will do a limited call for bids for Garbage Collection.

Motion # 161/26 Kelly Kavanagh/Stephen Dawe

Be it resolved that the Town of Clarke's Beach do a LIMITED Call for bids for Garbage Collection . The current contract for garbage collection is finished May 31, 2026. Motion Carried All in favour

- (3) APARTMENT BUILDING - CIVIC ADDRESS 151 C.B. Highway
→ Council reviewed correspondence from Ms. X, owner of the apartment building located at civic address 151–157 C.B. Highway, regarding a small storage shed placed on the property by a tenant. The structure, described as a movable unit used to store items such as an ATV, was installed without the property owner's permission and without an application for a municipal permit.

Council discussed the matter in detail and noted that, given the structure's size, movable nature, and apparent compliance with required setbacks from neighbouring property boundaries, an application for a permit would likely have been given due consideration.

However, as this matter primarily concerns a tenant–property owner relationship, Council agreed that it is appropriate for the property owner to address the issue directly with the tenant and work toward a mutually satisfactory resolution regarding the presence of the structure.

- 4, Mandatory Training completion list provided to Council
5. Inf re 2026 EnviroFest Grant Info - NL POWER

~~Motion No. Alice Russell / Stephen Dawe~~

Motion # 162/26 Alice Russell/ Stephen Dawe

Be it resolved that the Town of Clarke's Beach apply for funding



through EnviroFest 2026 to support enhancements to the multi-use trail system (former CN railbed), which accommodates both pedestrian and ATV traffic.

The trail is heavily used year-round and requires ongoing maintenance, including litter cleanup, dust control, and brush clearing.

Motion carried – all in favour.

6. Council received a request from the Anglican Church of the Resurrection, South River, seeking the Town's consideration of donating community vegetable bins for use in its community garden initiative.

Council expressed support for the Church's initiative and commends its efforts to promote community gardening and local engagement.

However, Council advises that the Town intends to continue utilizing its existing garden beds in the same manner as previous years, making them available to residents of the Town for personal use. In addition, the Town is also planning to use a portion of the beds for planting in support of a proposed community dinner initiative.

Council appreciates the opportunity to collaborate on community-based projects and extends best wishes for the success of the Church's garden program.

7. Bay de Grave Regional Municipal Services Board Rep

Council was advised by Councillor Kelly Kavanagh, Board Member for the Bay de Grave Regional Municipal Services Board, that due to other commitments she wishes to vacate her position on the Board. Councillor Kavanagh expressed her appreciation to Council for her appointment and requested that a replacement be appointed in her place.

Council accepted Councillor Kavanagh's resignation from the Board

A handwritten signature, likely of Councillor Kelly Kavanagh, consisting of a stylized 'K' with a long horizontal stroke extending to the right.

It was therefore agreed that Councillor Terri Lee Bishop be appointed as the Town's representative to the Bay de Grave Regional Municipal Services Board, effective immediately.

8. Snowclearing/Sanding Operations

Deputy Mayor Stephen Dawe provided Council with a verbal report regarding the past winter's sanding and snowclearing operations. The report referenced several matters of concern, including alleged damage to private property, damage to a Town guardrail, and other related operational issues.

Deputy Mayor Dawe advised that he wishes to arrange a meeting with the contractor/owner of the company to discuss these matters further and to review potential recommendations moving forward.

9. Mayor, Council, and staff extend congratulations to Councillor-elect Keegan Healey, who was the successful candidate in the by-election held on April 14th.

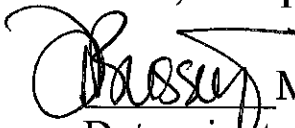
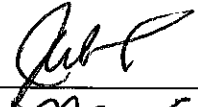
Mr. Healey will take his Oath of Office and be officially sworn in by the Returning Officer/Town Clerk on Thursday, April 16th in the Town Council Chambers.

Council formally welcomes him to the table and looks forward to his participation in Council proceedings.

ADJOURNMENT

Motion # 163/26 Alice Russell/Stephen Dawe

Being no further business, be it resolved that the meeting do now adjourn
Time; 6:45 p.m. MOTION CARRIED ALL IN FAVOUR

 Mayor Town Clerk 

Date minutes adopted by Council: May 5/2026 