

A regular meeting of Clarke's Beach Town Council was held on Wednesday, November 5th, 2025 in the C.R. Dawe Memorial Chambers, Clarke's Beach Municipal Building..

In attendance:

Mayor Danielle Bussey
Deputy Mayor June Batten
Councillor Terri Lee Bishop
Councillor Stephen Dawe
Councillor Jim Giles
Councillor Kelly Kavanagh - virtual attendance
Councillor Alice Russell

Town Clerk Joan Wilcox

WELCOME

Mayor Bussey welcomed all to the meeting

ADOPTION OF THE AGENDA

Motion # 96/25 Kelly Kavanagh/Alice Russell

Be it resolved that the agenda for the November 5, 2025 meeting be adopted.

Motion Carried All in favour

MINUTES FOR ADOPTION

October 15, 2025 regular meeting of Council

Motion # 97/25 Alice Russell/Stephen Dawe

Be it resolved that the minutes of the regular meeting held on October 15, 2025 be adopted as circulated. Motion Carried All in favour

FINANCIAL

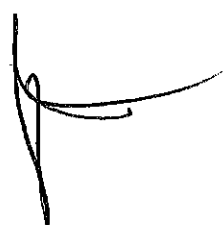
● Bank balances provided

Bills for payment: \$ 15,576.52

Motion # 98/25 Kelly Kavanagh/June Batten

Be it resolved that the bills totaling \$15,576.52 Be approved for payment.

Motion Carried. All in favour



DEVELOPMENT APPLICATIONS

● Home Based business request

25 Motion Avenue

Community support business helping families navigate postpartum and newborn care. No clients coming or going to the office

Motion # 99/25 June Batten/Terri Lee Bishop

Resolved that the Town of Clarke's Beach issue a permit for A HOME BASED BUSINESS at 25 Motion Avenue as per the application received. Motion Carried All in favour

● Mobile Vending request - Wood Fire Pizza

Requesting permission to park on the Town Hall parking lot from 4 pm to 8 p.m on Mondays to sell Wood Fired Pizza

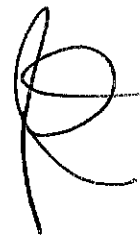
Before Council makes a decision on this request , Council will have to review its policy /regulations regarding vendors setting up in the Town.

CORRESPONDENCE:

1. Letter from Royal Canadian Legion re Veterans Service Recognition book
- No action
2. Letter from Municipal Assessment Agency offering congratulations to Council on its election
3. Letter from Royal Canadian Legion, Branch 32 re Poppy Appeal
Motion # 100/25 Kelly Kavanagh/Alice Russell
Be it resolved that the Town of Clarke's Beach donate \$100.00 to the Royal Canadian Legion Branch #32. Motion Carried All in favour
4. Letter from Dog Control Officer re wage increase
● Defer to the Budget 2026
Council also to check with Towns of North River and Spaniards Bay to see if there is an increase proposed.
5. Letter from Municipal Assessment Agency re appointment of Assessment Review Commissioner as per Section 32 of the Assessment Act, 2026
Motion # 101/25 Terri Lee Bishop/Stephen Dawe
Be it resolved that the Town of Clarke's Beach appoint Avalon Appraisals, Derek Edwards as Assessment Review Commissioner
Motion Carried All in favour



6. Email from Bay de Grave Regional Services Corp regrading the representatives from the Town of Clarke's Beach to sit on the Board Mayor Danielle Bussey is currently on the Board of Directors Councillors June Batten, Terri Lee Bishop and Kelly Kavanagh are interested in sitting on the Board of Directors. Selection was done by secret ballot. Kelly Kavanagh received the highest number of votes and will be appointed to sit on the Board of Directors, Bay De Grave Regional Municipal Services Corporation.
7. Letter from Mr. X requesting a meeting with Council to discuss Quarry application. Council will meet with Mr. X once a meeting is arranged.
8. Information from Land Use Planning, Municipal Affairs re quarry application.
Motion # 102/25 June Batten/Alice Russell
Be it resolved that the Town of Clarke's Beach not recommend approval of the application put forth by Shaw Ventures Limited since the proposed quarry use is not listed as a permitted or discretionary use in the residential zone. Motion Carried All in favour
9. Letter from OPIC re ATIPPA
Motion # 103/25 Alice Russell/June Batten
Be it resolved that the Town of Clarke's Beach designate Mayor Danielle Bussey as ATTIPPA Head and the Town Clerk as the ATIPPA Co-Ordinator. Motion Carried All in favour
10. Letter from Eastern Reg Svs Board re fees 2026
11. Email from Miss Teen Trinity Conception re attending events
12. Memo from Municipal Assessment agency fe 2026 fees

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OTHER BUSINESS:

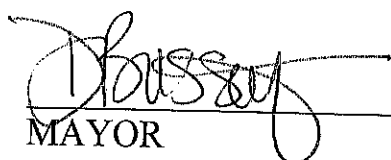
1. Garbage Collection day - ask Eastern Waste to change the garbage collection day for 2026 to any day other than Friday
2. Bon fire Night - cancelled due to impending weather
3. Remembrance Day service
4. Christmas outside decorations - Council would like more decorated lighting features for the Park. Councillor Dawe will check with electricians to see if there is a way to provide more power to the park.
5. Budget 2026 - preliminary work being done
4. Santa Claus Parade - December 20, 2025
5. Council/Staff Christmas dinner - Clerk asked to check with the QUAY Restaurant in Brigus for reservations.
6. Town Manager/Clerk position - refer to Privileged
7. Maintenance Schedule for outside staff
Suggested that a schedule be drawn up - water/sewer maintenance etc.
8. Town Council regular meetings - to stay at 4:30 p.m.
9. Business owner - not complying with having garbage collection picked up weekly. Mayor Bussey has received a concern from resident in the area of the RV Park. Council will be in touch with the owner of the park to get an update and in 2026 will work towards finding a satisfactory resolution to the ongoing issue of garbage collection/odour etc.
10. Christmas Seniors Luncheon - December 3, 2025 from 1 p.m. to 5 p.m.
11. Aspire Recreation would like to partner with the Town of Clarke's Beach for the Breakfast with Santa and the Seniors Christmas Party
Council is in agreement with partnering with Aspire on the Breakfast with Santa ;however, will DO THE CHRISTMAS SENIORS LUNCH on its own as other years.
12. Discussion on the need for a Recreation Commission in the Town
Suggested seeking persons interested in forming a Recreation Commission
13. Quote from O'NEILL Gardenland to place lime in the Ballfield
Motion #104/24 Alice Russell/Jim Giles
Be it resolved tthe Town of Clarke's Beach engage O'NEILL Gardenland at the price quoted ... \$1165.32
Motion Carried All in favour

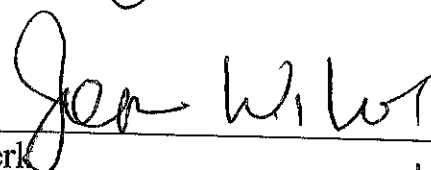
ADJOURNMENT

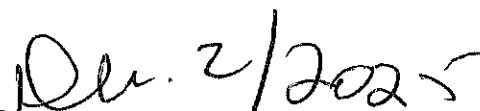
Motion # 105/25 Alice Russell/Stephen Dawe

Being no further business, be it resolved that the regular meeting of Council do now adjourn. Time: 10 p.m Motion carried All in favour




MAYOR


Town Clerk


Date minutes adopted by Council

Council now will open a Privileged meeting to discuss and review the following items Time meeting to open 10:05 pm

Moved/Seconded by Alice Russell/Stephen Dawe

That the Town of Clarke's Beach now open Privileged Meeting of Council

→ Disclosure statements

→ Request re water/sewer line takeover from private party

→ Emails received regarding water damages due to alleged surge in water pressure from Town's water system

→ Email re damages to private sewer line due to an alleged hookup done to a neighbouring property

→ Town Manager/Clerk position

Motion Carried

