

TOWN OF PETERVIEW

MINUTES

November 12, 2025

Page 1

PAGE

Minutes of a Regular Meeting of the Council of the Town of Peterview, held in Council Chambers on Wednesday, November 12, 2025, at 7:00 p.m.

Council Members:

Mayor C. Samson

Councilor A. Sheppard

Deputy Mayor K. Humber

G. Sheppard

Councilor R. Williams

F. Whitt

Also Present:

Town Clerk/Manager, C. Torraville.

Adoption of Agenda:

Resolution – G. Sheppard/K. Humber

#078-25 Be it resolved the agenda be adopted as circulated.

Resolution carried unanimously.

Delegations:

1. A resident of 223 Main Street addressed Council to discuss his permanent dismissal from the Peterview Fire Department from 2010. He stated that he didn't do anything wrong but got convicted anyway and after this long, he didn't see why he couldn't be allowed to submit a membership application to the fire department. He said that while he was on the fire department, he was a very active member not missing any trainings or meetings. He said that he is involved in most everything with the town and would like to be able to join the fire department again. After the resident left the meeting, Council discussed the matter some and decided to hold a privileged meeting with the fire department executive so that all the facts can be discussed. Council also instructed the Town Clerk/Manager to contact the resident and ask him to get a code of conduct check done. The meeting will take place on December 2, 2025 at 7:00 p.m.

Adoption of Minutes:

Resolution – F. Whitt/A. Sheppard

#079-25 Be it resolved that the minutes of the regular meeting of October 15 and October 24, 2025 be adopted as circulated.

Resolution carried unanimously

Business Arising from Minutes: NIL

Committee Reports:

1. The Housing, Land and Economic Development Committee met on October 27, 2025 to discuss the piece of land directly behind 46 Main Street and the request from the owners of 46 Main Street to purchase that plot of land. The Committee discussed the fact that the land

TOWN OF PETERVIEW

MINUTES

November 12, 2025

Page 2

PAGE

previously had two engineering studies done (1990 Tom Kendell & Associates and Exploits Engineering) to do elevation studies and both times the result was that there was not enough elevation to tie the land into the town's sewer main. The Committee didn't see the point of spending more money on another engineering study to get the same result. The Committee recommends to Council that Council sell the land to the owners of 46 Main Street. Councillor G. Sheppard didn't agree to sell pieces of two blocks of land. He suggested to sell the full block as it is on the plot plan which would have the property in an L shape. Mayor Samson said it would be nice to have the properties squared up, but that would leave a small block of land to the right of the property. Council discussed this further and decided to offer the following: Send a letter to the owners of 44 Main Street asking them if they are interested in buying a 16M x 24M block of land behind their existing property, therefore leaving a 24M x 24M block of land for the owners of 46 Main Street to purchase. If the owners of 44 Main Street are not interested, then Council would offer the full 24M x 40M block to the owners of 46 Main Street leaving their property in an L shape.

Accounts Payable:

Resolution – K. Humber/G. Sheppard

#080-25 Resolved the following accounts, totaling \$17,554.99 be approved for payment:

1.	Bell Aliant	\$	192.30
2.	Botwood Home Hardware		740.06
3.	Brogan Fire & Safety		1,381.54
4.	CIBC Mellon		135.73
5.	CIBC Visa		2,369.35
6.	CRA		3,940.27
7.	CNWM		
8.	Desjardins		547.02
9.	Hunter's Framing & Gallery		218.50
10.	NL. Power		2,012.86
11.	Paymentech		144.86
12.	Town of Grand Falls-Windsor		4,622.91
13.	Trio		893.75
14.	Ultramar		356.52
			\$ 17,554.99

Resolution carried unanimously

Unfinished Business:

1. The Heritage Centre was brought before Council for further discussion. The Town Clerk/Manager stated that included with the development plan for Wigwam Point from the Qalipou First Nation are way-finding signage throughout the highway and in town which would include the heritage centre. Mayor Samson stated that it would be a great idea if the Qalipu First Nation had some displays at the heritage centre, it could help draw more visitors

TOWN OF PETERVIEW

MINUTES

November 12, 2025

Page 3

PAGE

to the centre. Council sent this back to the Housing, Land & Economic Development Committee to have further discussions with the Heritage Society Committee early in the new year.

New Business:

1. Permits issued since the last meeting:
 - i) 304A Main St. – Construct a 5' x 7' chicken coop.
 - ii) 86A Main St. – Construct a 20' x 24' garage.
 - iii) 240 Main St. – Re-shingle house.
 - iv) 375 Main St. – New windows, siding, doors & shingles.
2. The Town Clerk/Manager informed Council that the Exploits Regional Service Board has requested two Council members to serve on the board. Mayor Samson and Deputy Mayor Humber will be our two representatives. The next meeting is November 26, 2025 at 7:00 p.m. in Grand Falls-Windsor.
3. Mayor Samson addressed Council about the need for a new ride-on lawn mower. The one we have is not heavy enough for the need we have and we really should have a commercial, zero radius mower. Council moved this to the Finance & HR Committee for the budget process.
4. Mayor Samson stated to Council that he thinks that Council should do something for James Samson in recognition of his 32 years of dedicated service to our town. Council thinks this is a good idea and moved this back to the Finance & HR Committee to include in the budget as this will not happen until the new year. Council instructed the Town Clerk/Manager to contact James Samson and inquire what he would rather, a gift or a dinner.
5. The Town Clerk/Manager asked Council what the schedule for the office will be for the Christmas holidays. Council discussed and decided to close the office at noon on December 24, close for December 25 to the 28, open for December 29 & 30 and close the office at noon on December 31 and remain closed until January 5, 2026.
6. Mayor Samson addressed Council about the Walk of Lights. He stated that all of the lights were stolen last year leaving us with no lights. The cost to replace them is too much to keep doing. He stated that normally the trail was lit from the old parking lot to the new one. That could be cut short to finish at the observation deck. Mayor Samson said that he usually meets with the different service groups to plan the event and all groups know what they bring to the event. Mayor Samson said that he'll make inquiries about a horse and cart for the night and said that last year it cost \$400 and the Heritage Society donated \$100 towards the cost. Councillor A. Sheppard asked about the Recreation Board setting off the fire-works from Peterview Day. Mayor Samson stated that with the horse there, we couldn't do that

TOWN OF PETERVIEW

MINUTES

November 12, 2025

Page 4

PAGE

because it will scare the horse. Mayor Samson talked about lighting the tree in the playground. The Town Clerk/Manager said that a utility pole would have to be installed with a temporary service connection installed and a couple of plug receptacles. He will contact Travis Curtis with NL Power to get a cost of doing this. Council instructed the Town Clerk/Manager to make a Facebook post asking residents that if they have any LED Christmas lights they would like to donate to the town to light the walking trail, we will accept them.

Resolution – G. Sheppard/F. Whitt

#081-25 Be it resolved that the Town of Peterview spend up to \$400 for the horse for the Walk of Lights.

Resolution passed unanimously.

7. The Town Clerk/Manager informed Council that he has information concerning bus shelters in town. He spoke to Chris Hiscock, Regional Manager for the Department of Transportation & Infrastructure. Mr. Hiscock stated that the town would have to prove ownership of the land where the bus shelter would be placed, meaning that the town would have to purchase a large quantity of land for this. He then said that we would need a permit from the Department of Government Services and all utility companies to be able to construct in their easements. After all that, we would need a permit from the NL School Board who would tell us where the shelters can be placed based on bus stops in the community. Council discussed and said that to purchase all this land and to build these shelters is much too costly. Residents are free to construct their own on their land, but would have to obtain any necessary permits from the Town and utility companies.

8. Mayor Samson spoke to Council about the need for a new fire hydrant across from the park. He stated that he has been approached by several fire department members about this and that the department has done training specifically for this. The closest hydrant to the park is at 42 Main Street, which is too far to run a 2" line to the pumper truck. Council discussed and with the infrastructure at the park and the wooded area, it is obvious to see the need for a fire hydrant there. Council moved this subject to the Finance & HR Committee for the budget. Council also directed the Town Clerk/Manager to send a letter to Minister Forsey to see if there is any funding available for this because we can't use our Gas Tax money for this project.

9. Mayor Samson addressed Council concerning the aging water main through town and water service lines. He stated that our water main is aging and it is time to start thinking about replacing it. He also stated that there are a large number of homes in town that have their water service lines tied into someone else's service line creating a water pressure problem. This problem was created many years ago before the introduction of development regulations and policies. The Town is responsible for service lines from the water main to the curb stop. To start to do this for a couple of people will create a huge problem because everyone will want the same thing done and it would become a huge expense for the Town.

TOWN OF PETERVIEW

MINUTES

November 12, 2025

Page 5

PAGE

If the water line is working fine, then there is nothing to do. There is also the problem of water lines crossing through other residents property, meaning we would have to dig up people's property and then be responsible for replacing grass, trees, shrubs etc. Mayor Samson said that this is complicated issue with no easy solution.

10. The Town Clerk/Manager informed Council of the following donation request:

- i) Ronald McDonald House Charities.
- ii) Peterview Fire Department – Christmas goodie bags.

Resolution – R. Williams/G. Sheppard

#082-25 Be it resolved that the Town of Peterview donate \$400.00 to the Peterview Fire Department for the Christmas goodie bags.

Motion carried unanimously.

Correspondence:

1. Letter from the Department of Government Modernization & Service Delivery:

- i) Bacteriological water analysis report – Satisfactory.

2. Email from the Department of Municipal Affairs & Community Engagement:

- i) Request to update municipal contact info.

3. Email from the Department of Tourism, Culture, Arts & Recreation:

- i) Call for winter travel offers.

4. Emails from the Department of Transportation & Infrastructure:

- i) Seasonal asphalt reminder.
- ii) Approval to award for over-budget tenders.

5. Emails from Municipalities Newfoundland & Labrador:

- i) Infonotes (4).
- ii) MNL congratulates incoming government.
- iii) 2025 MNL Conference & Trade Show.
- iv) MNL Board of Directors elections information.
- v) Get to know the MNL Board of Directors.

6. Emails from Professional Municipal Administrators:

- i) Member bulletins (3).

7. Email from the Office of the Information & Privacy Commissioner:

- i) Above Board.

8. Emails from the Municipal Assessment Agency:

- i) Congratulations to newly elected Councils.

TOWN OF PETERVIEW

MINUTES

November 12, 2025

Page 6

	PAGE
ii)	Appointment of Assessment Review Commissioners.
iii)	Client portal enhancement.
9.	Email from Townsuite:
	i) October 2025 update.
10.	Seminars:
i)	Dept. of Municipal Affairs & Community Engagement – Budget training, Nov.6, Grand Falls-Windsor.
ii)	Dept. of Municipal Affairs & Community Engagement – Mandatory Councillor 5 module training, Dates to come.
iii)	Code of Conduct Councillor training – In-house, early 2026.

Next Regular Meeting:

The next regular meeting will be held on Tuesday December 9, 2025.

Adjournment:

Resolution – K. Humber/A. Sheppard

#083-25 Be it resolved the meeting do now adjourn.

Time: 9:25 p.m.

Motion carried unanimously.

Mayor

Town Clerk/Manager