



Town of Hare Bay
P.O. Box 130
Hare Bay, NL
A0G 2P0

MINUTES

For Open Meeting of Council

held Wednesday, March 25th, 2026

Members' Present	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor(s)	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons
Also, Present	Town Clerk/Manager	Triffie Parsons
	Asst. Town Clerk/Manager	Ashley Fancy
	Fire Chief	Herman Collins
Absent	Councillor	David Eddy

1. Call to Order

Mayor Dean Wells called the meeting to order at 6:39PM

2. Adoption of Agenda for March 25th, 2026

RESOLUTION #091-26 KRISTA ORAM/GLENN PARSONS

Be it resolved that the agenda for March 25th, 2026, be adopted as circulated.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

3. Adoption of Minutes

3.1 Adopt Minutes from the Open Meeting held Tuesday, March 10th, 2026.

RESOLUTION #092-26 KRISTA ORAM/SUE COLLINS

Be it resolved to adopt the minutes with spelling correction.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

4. **Business Arising from Minutes**

4.1 **Action Plan Sheet March 10th, 2026**

- **ROWSA** – Letter and tax agreement sent in email by Mayor on as approved by council.
- **ORAMA** – maa notified
- **ORAMB** – Letter sent – no response
- **BURSB** – maa notified
- **BURST** – Letter sent – no response
- **Phone** – Received and Issues with phone at multipurpose building
- **CCBF** – Resolutions sent
- **Shared Service Agreement** – forwarded to Town of Dover
- **First Aid Course** – Dated set for April 21 from 9 am to 5 pm in Dover
- **086478** – Letter sent – Follow up required in the Spring

5. **Delegations:**

6. **Committee Reports**

6.1 **Fire Department** – Liaison Report -Fire Chief Herman Collins

- **Service Pins** – On the way
- **Blood pressure cuff** – on machine and used last night
- **Outlet** – Dealing with this and bay floor

Councillor Gregory Collins arrived at 6:42PM

- **Member Requirements** – Fire Chief Herman felt he was blindsided because no correspondence was provided when this issue arose and stated this is close to micro-managing and there should have been proper representation. Deputy Mayor noted it was brought to Town Clerk/Manager out of concern and potential liability issues. Council Oram noted she had a conversation and explained council's concern. Correspondence have been received and will be addressed by council.
- **Training** – Exterior firefighters' level 1 started last week
- **Medical Update** – Possible fundraiser to occur. Presently fire department members are doing a donation.
- **Pumphouse Hazmat Storage – SOP** – For council's review. If approved, shall do the other areas of concern. He will correspond with Ashley, Assistant Town Clerk/Manager.
- **FireSmart** – Town project – Item 7.2 – Fire Chief noted a power point presentation will occur. Ashley confirmed the date of May 9th with time TBD.
- **Fire Department Inventory** – Insurance requirement – Item 7.3 – Once council approves, it can be sent to insurance company.

Mayor Wells handed gavel to Deputy Mayor at 7:00PM
Deputy Mayor returned gavel at 7:02

Consensus of Council is to send agenda to fire chief for future meetings.

- **Dover Fault Festival** – Fire Dept. will provide food service at dance

Fire Chief Collins excused himself from meeting at 7:06PM

6.2 Hare Bay Recreation Committee – Liaison report – Deputy Mayor Sue Collins

- **Seniors Social – St. Patrick's Day** – Event a success. Recreation coordinator/Park Manager handed out surveys at the event to see what participants would like to have for future events. Received lots of compliments.
- **Easter event** – Will host a tea party
- **Old Pictures** – Agreed to let Heritage committee used them.
- **Items from meeting:**
 - **Men's Shed** – Connie participated in webinar – will look into it further
 - **Movie night**
 - **Trivia Night** – with an 80s theme for age 25+
 - **Bingo Nights**
 - **Lottery Licence** - Will apply with council's approval
 - **Financial Report** – Requesting they get a monthly update
 - **Squid Festival** – Meeting on April 1st for planning of this event
 - **Park fees** – New pass style for this year -Recommending an increase of the day pass from \$3 to \$5

RESOLUTION #093-26

JANE HARVEY/GLENN PARSONS

Be it resolved that council approved the recommendation to increase day pass rate from \$3 to \$5.

In favour

Mayor
Deputy Mayor
Councillor

Dean Wells
Sue Collins
Gregory Collins
Jane Harvey
Krista Oram
Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

RESOLUTION #094-26

KRISTA ORAM/GREGORY COLLINS

Be it resolved to purchase string lights for the multipurpose building with a value not to exceed \$200. This purchase shall be out of the Town's operating account.

In favour

Mayor
Deputy Mayor
Councillor

Dean Wells
Sue Collins
Gregory Collins
Jane Harvey
Krista Oram

Opposed 0
Abstained 0
Motion Carried

6.3 Economic Development

6.4 Planning and Works

- **Landscape truck** – Council requesting Ashley to drop by to discuss possible purchase by Turbo Tech of this truck.
- **Water leaks** – Presently 4 on board
- **Road sign** – Need to get a visual of the numbers as they are not sequential.
- **Hydrant flushing** – Councillor wishing to know when this will occur.
- **Plowing** – Are we being efficient?
- **Potable water station** – Councillor Krista Oram to speak on subject

**Mayor Dean Wells passed the gavel to Deputy Mayor Sue Collins at 7:35PM
Councillor Glenn Parsons stepped out at 7:36PM, returned at 7:37PM**

- 6.5 Heritage Committee – Mayor to give an update
- First meeting was a roundtable discussion
 - Decision to narrow the focus
 - Thinking to do storyboards that explain local names used for areas
 - Next meeting in April to vote on executive and set goals

Deputy Mayor returned gavel to the Mayor at 7:44PM

6.6 Finance Committee

6.6.1 Financial Report

- Financial Report
- List of outstanding cheques
- Aged Payables
- Cheque Register
- Letter of Engagement - Audit

RESOLUTION #095-26

SUE COLLINS/GLENN PARSONS

Be it resolved that Council approves the finance reports, as presented, with an account payable balance of **\$8,968.21** and a cheque register listing of **\$10,151.82** covering the period of March 10th, 2026 to March 20th, 2026.

In favour

Mayor
Deputy Mayor
Councillor

Dean Wells
Sue Collins
Gregory Collins
Jane Harvey
Krista Oram

Opposed 0
Abstained 0
Motion Carried

6.6.2 Letter of Engagement for Annual Expenditure Report – Updated letter signed due to new agreement for CCBF.

6.6.3 AER Report – Requires approval for revised copy
RESOLUTION #096-26 JANE HARVEY/SUE COLLINS

Be it resolved to approve the Letter of Engagement for the December 31, 2025 audit by Kimberly G. Humphries Professional Corporation and have the mayor execute the document on behalf of the council of Hare Bay.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

6.6.4 Financial Statement – Annual Statement from auditor not yet received.

7. Other Business (as per agenda)

7.1 Reminders: Next Meeting Dates scheduled for **Tuesday, April 7th, 2026 and April 28th, 2026.**

7.2 FireSmart – Town project – Lead?
RESOLUTION #097-26 SUE COLLINS/GLENN PARSONS

Be it resolved to have the assistant town clerk/manager, Ashley Fancy, be appointed the lead on this project.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

7.3 Fire Department Inventory – Council approval required
RESOLUTION #098-26 KRISTA ORAM/JANE HARVEY

Be it resolved to approve the Fire Department inventory list as presented and submit to our insurance company for their records.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

Council took a short recess from 8:19PM to 8:28PM

7.4 Land Concerns – Address outstanding issue

RESOLUTION #099-26 SUE COLLINS/KRISTA ORAM

Be it resolved that as land is to be discussed in a privileged/closed meeting, council entered a closed meeting at 8:28PM

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

RESOLUTION #100-26 KRISTA ORAM/SUE COLLINS

Be it resolved that council return to an open meeting at 8:41PM

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

RESOLUTION #101-26 JANE HARVEY/KRISTA ORAM

Be it resolved that as this has become an ongoing issue council will create a policy to address all land concerns in the future providing consistency for all.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins

Jane Harvey
Krista Oram
Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

7.5 Public Session – Date set for first session of the Climate Risk and Vulnerability is Tuesday, April 21st, 2026 at the multipurpose building.

7.6 Shared Service Agreement – Dover council to discuss at next meeting.

7.7 2026 Water & Wastewater Workshop – Mayor and council registered and will do the tour of wastewater facility on the 23rd, 2026 and will attend from March 24th – 26th, 2026. Due to storm, no one was able to attend but the Mayor, Brian and Councillor Glenn did get to take the tour of the wastewater facility on March 23rd, 2026 in Gander.

7.8 Water – Discussion required

RESOLUTION #102-26 SUE COLLINS/KRISTA ORAM

Be it resolved to get quotes for cost of divers and buoys to suspend water line.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

7.9 Code of Conduct – Amended agreement due to replacing Municipalities Act, 1999 with Towns and Local Service District Act and valid sections.

RESOLUTION #103-26 JANE HARVEY/GLENN PARSONS

Be it resolved to approve the updated Code of Conduct for Councillors with it coming into full force and effect on March 24th, 2026. Furthermore, all previously adopted policy shall be repealed as of this date.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

RESOLUTION #104-26**JANE HARVEY/KRISTA ORAM**

Be it resolved to approve the updated Code of Conduct for Municipal Officials with it coming into full force and effect on March 24th, 2026. Furthermore, all previously adopted policy shall be repealed as of this date.

In favour

Mayor

Dean Wells

Deputy Mayor

Sue Collins

Councillor

Gregory Collins

Jane Harvey

Krista Oram

Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

7.10 Soda Ash (PH) System – Installation issues – cost analysis

RESOLUTION #105-26**SUE COLLINS/GREGORY COLLINS**

Be it resolved to proceed with proper installation as recommended by Dan Hynes of Atlantic Technical Service Limited as per cost provided to correct present issues.

In favour

Mayor

Dean Wells

Deputy Mayor

Sue Collins

Councillor

Gregory Collins

Jane Harvey

Krista Oram

Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

7.11 HR – Retirement date

- Town workers and future needs and wants from the council
- As per auditor's request regarding wages for all staff.

RESOLUTION #106-26**KRISTA ORAM/JANE HARVEY**

Be it resolved that as labour is to be discussed in a privileged/closed meeting, council entered a closed meeting at 8:55PM

In favour

Mayor

Dean Wells

Deputy Mayor

Sue Collins

Councillor

Gregory Collins

Jane Harvey

Krista Oram

Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

Mayor handed gavel to Deputy Mayor at 9:28PM. Deputy Mayor returned it at 9:29PM
Mayor handed gavel to Deputy Mayor at 9:34PM. Deputy Mayor returned it at 9:36PM

RESOLUTION #107-26

SUE COLLINS/KRISTA ORAM

Be it resolved that council return to an open meeting at 9:41PM

In favour

Mayor

Dean Wells

Deputy Mayor

Sue Collins

Councillor

Gregory Collins

Jane Harvey

Krista Oram

Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

RESOLUTION #108-26

SUE COLLINS/KRISTA ORAM

Be it resolved to notify Clerk/Receptionist that accrued time must be used prior to retirement or it will not be paid out. Council suggests modified work week.

In favour

Mayor

Dean Wells

Deputy Mayor

Sue Collins

Councillor

Gregory Collins

Jane Harvey

Krista Oram

Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

RESOLUTION #109-26

SUE COLLINS/GREGORY COLLINS

Be it resolved that after meeting with Gambo and Area Employment Corporation, a letter shall be written, with regrets, to the past supervisor regarding change in employment status and town needs.

In favour

Mayor

Dean Wells

Deputy Mayor

Sue Collins

Councillor

Gregory Collins

Jane Harvey

Krista Oram

Glenn Parsons

Opposed 0

Abstained 0

Motion Carried

RESOLUTION #110-26

JANE HARVEY/GLENN PARSONS

Be it resolved to increase 3rd hands wages from current rate of \$16/hour to \$18/hour with it being a 40-hour work week. Duties will include town and municipal park.

In favour

Mayor

Dean Wells

Deputy Mayor
Councillor

Sue Collins
Gregory Collins
Jane Harvey
Krista Oram
Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

RESOLUTION #111-26 SUE COLLINS/JANE HARVEY

Be it resolved that as there was insufficient information for clarification and transparency from the Minutes of October 28th, 2025, item 7.8, 3.1.3 of that special meeting, council wishes to state all staff wages for current contracts into 2026. Town Manager's wages will increase by \$1.00. The Town Clerk/Reception's will increase by \$2.00 due to underpayment for past years of service. As outlined in the contract for the Assistant town clerk/manager she will receive an additional \$1.25 at the end of her probation period. As outlined in the contract for Assistant Clerk/Reception she shall have an increase of \$0.75 at the end of her probation period. As per the 1-year contract for the new position of Recreation Coordinator/Park Manager, the employee shall be paid at a rate of \$19.00/hour commencing February 16, 2026. Maintenance supervisor will receive an increase of \$0.44 and maintenance personnel will be given a \$2.00 increase to reflect current responsibilities.

In favour

Mayor
Deputy Mayor
Councillor

Dean Wells
Sue Collins
Gregory Collins
Jane Harvey
Krista Oram
Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

8. Correspondence

8.1 PROCU001 – Letter received for discussion

**Mayor Wells handed gavel to Deputy Mayor at 10:00PM
Deputy Mayor handed gavel to Mayor at 10:01PM**

RESOLUTION #112-26 GLENN PARSONS/KRISTA ORAM

Be it resolved that as there is evidence of this issue being brought to council in years past, the present council shall set a seasonal vendor rate for 2026 and will adjust the two prior years upon receipt of payment for each.

In favour

Mayor
Deputy Mayor
Councillor

Dean Wells
Sue Collins
Gregory Collins
Jane Harvey
Krista Oram

Opposed 0
Abstained 0
Motion Carried

8.2 E-mail dated March 18, 2026 – Request for Information Regarding Professional Allegation

RESOLUTION #113-26 SUE COLLINS/JANE HARVEY

Be it resolved to write a letter giving clarification and an explanation for councils' concerns and express regret for the miscommunication.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram
		Glenn Parsons

Opposed 0
Abstained 0
Motion Carried

**Councillor Parsons left meeting at 10:05PM stated he couldn't stay any longer
Town Clerk/Manager reminded council of the time as per Rules of Procedure**

RESOLUTION #114-26 JANE HARVEY/SUE COLLINS

Be it resolved that as per section 2.a.i., paragraph four, of the Town of Hare Bay's Rules Of Procedure, "a council meeting shall not exceed a time period of three hours". Therefore, council shall adjourn the current meeting and shall defer the remainder to the next meeting of Tuesday, April 7th, 2026 at 6:30PM at the town office unless a special meeting is called.

In favour	Mayor	Dean Wells
	Deputy Mayor	Sue Collins
	Councillor	Gregory Collins
		Jane Harvey
		Krista Oram

Opposed 0
Abstained 0
Motion Carried

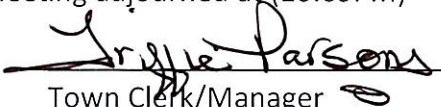
9. Adjournment

RESOLUTION #115-26 JANE HARVEY/SUE COLLINS

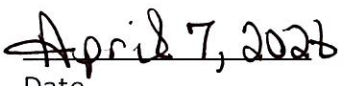
Meeting adjourned at (10:09PM)



Mayor
Dean Wells



Town Clerk/Manager
Triffie Parsons



Date

