

**Town Council Meeting
Town Hall – 7:00 p.m.
March 12, 2025
MINUTES**

IN ATTENDANCE

Elaine Nash, Brenda Young, Kevin McDonald, Roy Lewis, Doug Dean, Nina Goudie

REGRETS

Ian Goudie

MEETING CHAIR

Elaine Nash

GUESTS

Dave Butland, Reg Fitzgerald, Sandra McDonald

1. Call to Order

The meeting was called to order at 7:08 p.m.

2. Adoption of Agenda

Motion #2025-03-12-690: Kevin McDonald; Roy Lewis.

Motion to adopt the agenda.

All in favour; none opposed.

Motion Carried.

3. Presentation

a) Reg Fitzgerald - Development Permit for 236 Main Road, St. Catherine's

Mr. Fitzgerald's question to Council was "what does the fee charges go towards?"
He presented a printout from the City of Toronto which outlines what development charges go towards in that city:

"Cost of infrastructure required to provide municipal services to new development such as roads, transit, water and sewer infrastructure, community centres and fire and police facilities."

The Mayor pointed out that, in addition to administering the Town Office, the Town has five local roads that must be maintained (e.g. ditching and dredging), street lights it must pay for, the Town Hall - which is constantly in use - must be maintained, as well as the Fire Hall building. Office Staff are required to research and oversee developments within the Town on behalf of Council and are continuously searching for sources of additional funding to improve and grow the

Town and make more amenities available for its residents. Basically, the work involved with everything that keeps the town flowing and growing.

The Mayor advised that Council cannot pick and choose who to charge fees to. The fees are published and are part of what keeps the town afloat financially. That said, Mr. Fitzgerald's case can be discussed further and, in order to ensure his privacy, suggested a private meeting to reach an agreement that is fair and equitable from both sides.

Council agreed to meet with Mr. Fitzgerald next week on Monday March 18, Noon, 12:00 p.m. to discuss further.

4. Adoption of Minutes

a) February 12, 2025

The minutes were circulated and reviewed.

Motion #2025-03-12-691: Brenda Young; Doug Dean.

Motion to adopt the minutes of February 12, 2025 with changes to page 5 to remove human resource-related information as discussed.

All in favour; none opposed.

Motion Carried.

5. Finance

a) Financial Report – February 2025

Motion #2025-03-12-692: Brenda Young; Kevin McDonald.

Motion to approve the Financial Report for February 2025.

All in favour; none opposed.

Motion Carried.

b) Tax Recovery Plan, 2023

Motion #2025-03-12-693: Brenda Young; Kevin McDonald.

Motion to accept the Tax Recovery Plan for 2023.

All in favour; none opposed.

Motion Carried.

6. New Business

a) Reports

a. Infrastructure Committee

Nothing to report.

b. Policy and Procedures Committee

i. By-Laws – Review Sample Template

Under the new legislation effective January 1, 2025, the Town must adopt by-laws, some of which are mandatory. The Clerk circulated a draft template from Councillor Lewis as well as the Mayor's notes (highlighted in yellow) on the section of the act on mandatory and

discretionary bylaws. Also circulated was a copy of the Rules of Order and Procedure and current policies on permits, taxation and citizen concerns and presentations to council

We have already adopted a national building code, energy code and fire code. Additional mandatory items include the following bylaws:

- Arrears and collections
- Derelict properties
- Noise as it pertains to animals, machinery, etc.
- Citizen concerns and presentations to council
- Fire Department

Councillor Lewis, as Chair of the Policy and Procedures Committee will organize a meeting to work on this with a view to having a draft ready for review at the next Public Consultation April 14.

ii. Strategic Plan – Reschedule

Due to unforeseen circumstances, the previously scheduled strategic planning session was postponed.

The strategic planning session is now rescheduled for 3:30 p.m. on Monday, April 7, 2025.

c. Recreation Trails Committee

i. Log Drive Fundraiser – June 14/15

The Clerk updated Council that the Log Drive is planned for Saturday June 14, with a rainy-day option of Sunday June 15. Next step is review of the Lottery Licensing Application Requirements and apply.

ii. Updated Terms of Reference

The Clerk circulated an updated Terms of Reference for the Recreation Trails Committee which is now an incorporated body titled “Salmonier Trails Incorporated.”

Motion #2025-03-12-694: Brenda Young; Kevin McDonald.

Motion to approved the updated Terms of Reference with the following changes:

- Under the section “term”, add the word “since” to the first sentence “..., also since known as Salmonier Trails Incorporated...”
- Under the section “makeup”, change the total number of members to an odd number (11) for voting purposes; change word “landowners” to “property owners”.

All in favour; none opposed.

Motion Carried.

d. Fire Department Report

- i. The Fire Department may have new member.
- ii. Mark Linehan is in the process of getting quotes for hats and coats
- iii. The Fire Department will be applying for a Not-for-Profit moose licence.

The Clerk inquired as to whether part of the moose could be processed and donated towards a community meal e.g. burgers. This year, the Fire Department sold the meat to Bidgood's and deposited the money in their bank account. It was noted that several communities posted on Facebook about either hosting a community meal or providing ground meat or sausages to community members at a nominal or no cost.

Councillor Dean advised that the money is banked in case it is needed in the future.

- iv. The Fire Department have requested the civic addresses of all residents within our jurisdiction to improve response time to emergency calls.

The Clerk has provided this list to the Fire Chief.

- v. The Fire Department wishes to purchase a coffee machine to install in the fire hall for Sunday practices.

The Department accepted a Keurig machine which was underutilized at the Town Hall.

- vi. Has council been applying for the hazardous waste collection program? Mount Carmel hasn't hosted since 2018.

The Clerk enquired about this last year and will follow-up with ERSB again.

- vii. Adjustments have been made to the garage door to try and improve operations. More adjustments are still needed but the operation is improving.

e. Town Clerk Report

- i. Staples Tech Support

The Clerk presented a case for contracting with Staples to provide technical support for its IT needs. The Office often finds itself in a situation with IT issues for which the staff have no expertise. The cost

is hours of lost time while they troubleshoot the issue. The cost for Staples' tech support program is \$29.99/month and includes priority phone support with front-of-line access for up to 10 devices which includes tech support for each of the seven councillors.

Motion #2025-03-12-695: Roy Lewis; Brenda Young.

Motion to approve the purchase the Staples Tech Easy Business Program at \$29.99 per month which will be expensed under office expenses.

All in favour; none opposed.

Motion Carried.

ii. Hardship Case

The Clerk presented details of a hardship case and an application for relief of property taxes.

Motion #2025-03-12-696: Kevin McDonald; Brenda Young.

Motion to reduce the 2025 property tax to the minimum amount of \$300 and enter into a payment arrangement with the property owner until they are 65, following which a payment of \$100 a month will be required until the account is brought up-to-date.

All in favour; none opposed.

Motion Carried.

iii. Combining of properties

The Clerk presented two instances where a resident owned two adjoining properties and have applied to the Town, that, for the property tax purposes, the property be considered as one property.

Council directed the Clerk to request proof of ownership of both properties which will be reviewed at the next meeting.

b) 26 Main Road North - Imperial Oil Property

The Clerk reviewed communications with Imperial Oil since the last Council meeting

i. Concern about seepage to nearby Properties

Response from Imperial Oil: "We recognize that underground impacts can sometimes migrate outside of property boundaries, and in the case of this property, Imperial may be willing to retain offsite liability for possible future offsite hydrocarbon impacts relating to our historical operations. We would look to write this into the Offer to Purchase (OTP) agreement accordingly. The OTP is our format of a purchase and sale agreement which we use for the disposition of all these surplus properties."

ii. Outhouse

Imperial Oil's consultant approved the concept of an outhouse on the property; however, Council members preferred a Porta-Potty with a service agreement for periodic emptying/sanitizing. The Clerk will research this and report back to Council.

iii. Non-Potable Well

Response from Imperial Oil: A non-potable well for an ice-skating rink would be possible, and we recommend it be installed on the eastern portion of the property where there should be reduced groundwater impacts. There are possible concerns with the quality of the water though. [Note from Consultant]: Placement of the well in a non-impacted area, where groundwater quality meets potable criteria, would be the best control of the health and aesthetic risks. The eastern third of the site is not impacted and would be suitable for placement of a non-potable well."

iv. Next Steps

Response from Imperial Oil: [After a drawing is approved], "next steps will be for you to work with our broker to finalize an Expression of Interest (EOI) on the property, which would allow us to draft the OTP. Our environmental consultant will also develop a risk management plan (RMP) for your planned future use of the property. The RMP will outline possible ongoing requirements, such as groundwater monitoring, and it would also include a schematic showing the areas where a cap (asphalt, concrete or clean fill) may be required."

v. Sketch of Redevelopment Plan

Response from Imperial Oil: "As you consider preliminary redevelopment plans for the site, the consultant has asked if you'd share these with us. They don't need to be anything fancy, and even just a mocked-up site plan/sketch showing the planned locations of any of your installations would be helpful. I'm attaching below a copy of a plan view of the site and surrounding properties if you'd like to use it for such a sketch. The consultant would take your sketch and compare your planned uses with the subsurface environmental conditions of the property to ensure no concerns with those locations. They may come back to us requesting a few minor changes that would make it possible for you to use the site as intended with fewer engineered controls or a minimized need for us to perform any partial remediations."

Council reviewed a hand-drawing of the land with its intended use pencilled in e.g. concrete cap for a skating rink, picnic benches, not-

potable well, etc. Council directed the Clerk to forward the drawing to Imperial Oil.

c) Ambulance Operation/Fire Services, Mount Carmel

The Clerk confirmed that Madavie is a company contracted by NL Health Services to oversee paramedic services in the province. A representative from NL Health Services was the first point of contact with the Town Office. NL Health Services requested a meeting with them and Madavie to discuss paramedic services in the region. Their intent is to discontinue arrangements with private property owners for paramedic bases and instead contract with municipalities throughout the province.

A rendering of the proposed paramedic base and fire hall provided by Madavie was circulated to Council. The Clerk was directed to share the documents with all firefighters with a request that the Chief bring suggestions and feedback to the Clerk the following week.

A follow-up meeting with Madavie will be scheduled for the near future.

d) Resolution re: Canada Post Inquiry – Copy of Letter

In follow-up to last month's meeting, a copy of the Clerk's letter regarding the Canada Post Inquiry was circulated for Council's reference.

7. Round Table

a) Posting of Minutes

Ms. McDonald observed that the last minutes posted on the website were from November 2024 and questioned how residents can submit questions for the upcoming public consultation if they are not informed.

The Clerk regrets the delay in posting the December and January minutes, will post them soon and email them to the guest.

b) Public Consultation

Ms. McDonald asked for the rationale behind asking that questions be submitted ahead of time and expressed concern that questions would not be taken from the floor during the public consultation.

The Mayor explained that some questions may require research to prepare a comprehensive response. Questions are welcome on the night of the public consultation. If Council is unable to answer at the time, they will note the question and report back to the person and/or present at the next public forum.

c) Hosting Hazardous Waste Day

Mr. Butland enquired about hazardous waste day which the Town has not hosted for over five years.

The Clerk will follow-up with ERSB on our enquiry last Fall on this subject.

d) Roof Drain

Mr. Butland enquired about drainage of water from the roof gutter on the front corner of the Town Hall.

The Mayor confirmed that the French drain was included with the drainage work completed on the parking lot on January 20, 2025.

8. Next Meeting

The next regular Council Meeting is Wednesday, April 9, 2025, 7:00 pm.

9. Adjournment

Motion #2025-03-12-697: Roy Lewis; Kevin McDonald.

Motion to adjourn the meeting at 9:36 p.m.

All in favour; none opposed.

Motion Carried.