

Town Council MEETING
Town Hall – 7:00 p.m.
May 14, 2025
MINUTES

IN ATTENDANCE

Elaine Nash, Brenda Young, Ian Goudie, Roy Lewis, Doug Dean, Nina Goudie

REGRETS

Kevin McDonald

MEETING CHAIR

Elaine Nash

GUESTS

None

1. Call to Order

The meeting was called to order at 7:03 p.m.

2. Adoption of Agenda

Motion #2025-05-14-698: Doug Dean, Roy Lewis

Motion to adopt the agenda.

All in favour; none opposed.

Motion Carried.

3. Adoption of Minutes

a) March 12, 2025

Motion #2025-05-14-699: Brenda Young, Roy Lewis

Motion to adopt the minutes of the meeting dated March 12, 2025.

All in favour; none opposed.

Motion Carried.

b) April 9, 2025

Council reviewed the Clerk note dated April 9, 2025.

Change heading as these are clerk notes, not minutes

Add "by the clerk"

Add "as per the rules of Order and Procedure, Section 5."

4. Finance

a) Financial Report – March 2025

Motion #2025-05-14-700: Roy Lewis, Doug Dean.

Motion to adopt the Financial Report for March 2025.

All in favour; none opposed. Motion Carried.

b) Financial Report – April 2025

Future Financial Reports will include a descriptor for each cheque, unless obvious.

Motion #2025-05-14-701: Brenda Young, Ian Goudie.

Motion to adopt the Financial Report for April 2025.

All in favour; none opposed. Motion Carried.

5. New Business

a) Reports

a. Infrastructure Committee

b. Policy, Procedures, By-Laws Committee

- i. It was agreed that the Committee would meet on Tuesday May 20, 2025, 2:00 p.m. to review the draft by-laws.

c. Recreation Trails Committee

i. Draft Bi-law/policy for Salmonier Recreation Trails Committee

1. Define CAO in the first paragraph (Chief Administrative Officer)
2. Item 1: amend to add the word 'other' as indicated: "The Committee shall consist of no less than two members of council, other town stakeholders, other residents of St. Mary's Bay North area, and an additional member ..."
3. Ensure quotation marks are used consistently throughout the document.
4. When finalizing by-laws, use consistent formatting and by-law numbering.

Motion #2025-05-14-702: Brenda Young, Roy Lewis

Motion to adopt the suggested policy language for the Salmonier Recreation Trails Committee.

All in favour; none opposed. Motion Carried.

ii. Draft RFP for Detailed Design Construction Drawings

Council reviewed the Draft RFP and agreed that it should be cancelled for now.

When reissued, the Clerk was asked to add the following statements to the document:

- The Town is not obligated to accept any or all proposals.
- Information contained in the Master Plan can only be used for the express purpose of providing a quote.

Motion #2025-05-14-703: Roy Lewis, Doug Dean

Motion to request that Salmonier Trails Inc. cancel the RFP that they issued on behalf of the Town.

All in favour; none opposed.

Motion Carried.

We will revisit the RFP when we meet with NCC.

d. Fire Department Report

March

- Mark Linehan's new suit was received. The Clerk advised that Chris Ezekiel obtained a suit in May from the firefighting instructors.
- The list of the civic addresses is done, waiting laminating.
- The fire hall needs new signs on the doors one for watch your step another for the garage door.
- Emergency scene traffic management course needs to be done by all members.
- Reviewed Placentia's FD policy and made a suggestion to adapt to MCFD. The Clerk will pass the Chief's suggestions to the Policy, Procedures and Bylaws Committee.
- Hoping to do some fire drills with St. Catherine's Academy.
- We had the basic fire fighting course (half).

April

- Electrical issue at the fire hall. I think this has been resolved
- The moose application has been submitted.
- Miller's Scrap Yard moved the car we had for the basic fire fighting course - we will burn it when completing the second half of the course.
- Gerard Meany is representing the FD at the Wildfire Preparedness Day at the school. The Clerk noted that the event was postponed due to forestry personnel being called to help with forest fires in the area.
- We have the Home Hazardous Waste Collection for Sept 13. We suggest getting tools with the money.

The Mayor noted that the Fire Department volunteers were doing a fabulous job and commended them on their response to the house fire on Sunday May 11th. Council asked that the Fire Department conduct a lessons learned exercise related to the May 11th fire to discuss where processes can be improved or where supplies are needed. E.g. to identify snacks and drinks to maintain an inventory so that some emergency supply is available.

Injury – WORKPLACENL

Doug Dean was injured on May 11/12 when responding to the fire at Andree Thoms.

The forms for a worker's comp claim are in progress.

e. Town Clerk Report

Age-Friendly Newfoundland and Labrador Communities Program

We will apply to this fund. The deadline Friday May 16th. A Council resolution is required to accompany the application.

Motion #2025-05-14-704: Brenda Young; Roy Lewis

Motion that the Town will actively support, promote and work toward becoming an age-friendly community where policies, services, and infrastructure are designed to support people of all ages and abilities in living safely, maintaining good health, and actively participating in society.

All in favour; none opposed.

Motion Carried.

HARDSHIP CASE (PN)

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

Motion #2025-05-14-705: Roy Lewis; Doug Dean

Motion to exempt hardship resident of poll taxes from 2019 to 2022 totalling \$787.33 and enter a payment plan for property taxes until the account is brought up to date.

All in favour; none opposed.

Motion Carried.

NAME ON CENOTAPH

Resident Anita Gosse-Cameron applied to the Town to add the name of her father to the cenotaph. Anita's father (Dennis Murphy) was born in Mitchell's Brook on February 8, 1911. He served as a woodsman with the Newfoundland Forestry during World War II. It was during his time overseas that he was involved in a serious incident that resulted in severe injuries to his right leg, resulting in amputation. Dennis passed away on January 19, 1976 at the age of 64. He is buried in Our Lady of Mount Carmel Cemetery. Veterans Canada has placed a headstone marking his grave.

Motion #2025-05-14-706: Roy Lewis; Ian Goudie

To approve the addition of the name "Dennis Murphy" on the cenotaph in the Town of Mount Carmel-Mitchell's Brook-St. Catherine's.

All in favour; none opposed.

Motion Carried.

Motion #2025-05-14-707: Roy Lewis; Ian Goudie

Motion that the Town Clerk issue a request to residents to identify any forester or military veteran whose name should be included on the cenotaph.

All in favour; none opposed.

Motion Carried.

ST. CATHERINE'S ACADEMY

St. Catherine's Academy appealed to the Town for a donation towards a hot lunch at no cost to families.

Motion #2025-05-14-708: Doug Dean; Roy Lewis

Motion to donate \$250 to St. Catherine's Academy in support of a hot lunch for students at no cost to their families.

All in favour; none opposed.

Motion Carried.

MR. ROOTER

Mr. Rooter conducted their yearly service call this week and replaced a UV light. It has been less than one year since we obtained 3 quotes for water

filtration services. Mr. Rooter was the low bidder. The Clerk recommended that the Town renew for the coming year.

Motion #2025-05-14-709: Roy Lewis; Ian Goudie

Motion that the Clerk award the annual water filtration services to Mr. Rooter, at an annual cost of \$1,443.23 and payment of \$204.03 for replacement of the UV Bulb.

All in favour; none opposed.

Motion Carried.

COUNCILLOR LEAVE OF ABSENCE

Councillor Goudie emailed a written request to Council for a leave of absence from the February, March and April meetings.

Motion #2025-05-14-710: Roy Lewis; Doug Dean

Motion to approve the extended leave of absence for Councillor Goudie and that such approval be backdated to the January 15th meeting as it was supposed to have been included in that motion with Councillor Deans'.

All in favour; none opposed.

Motion Carried.

Councillor Goudie abstained.

ORIGINAL MOTION

Motion #2025-01-15-668: Roy Lewis; Kevin McDonald

Motion that Councillor Dean is excused from Council meetings due to work commitments until he is available.

All in favour; none opposed.

Motion Carried.

STREET LIGHTS

Motion #2025-05-14-711: Doug Dean; Roy Lewis

Motion to approve the Clerk's request to have new street lights installed at locations indicated below:

- Pole Number 8137390 near Wilson Property and Nolan/Power Property
- Pole Number 8135162 across from Tony Rose Property

All in favour; none opposed.

Motion Carried.

Councillor Goudie abstained.

MARRIE'S ROAD

A follow-up item from last Fall is road repair work on Marrie's Road – Repair of pothole near the Hearn property and repair of eroding shoulder starting at the beginning of Marrie's Road and continuing approximately 200 feet to the first property. Leo Squires Backhoe Services Limited can complete the work with packed screened gravel for \$800.

Motion #2025-05-14-712: Brenda Young; Roy Lewis

To have Leo Squires Backhoe Services Limited repair eroded shoulder and pothole on Marrie's Road for a cost of \$800.

All in favour; none opposed.

Motion Carried.

EMERGENCY VEHICLE TRAFFIC MANAGEMENT – SIGNAGE

The Fire Department identified the need for two "Incident" signs at \$495.00 each (pricing to be confirmed)

Motion #2025-05-14-713: Doug Dean; Roy Lewis

To direct the Town Clerk to purchase traffic management and other signage for the Fire Department as required and based on the best comparable price.

All in favour; none opposed.

Motion Carried.

UNDERGROUND WATER STORAGE TANKS

A follow-up item from last Fall is the need for underground water storage tanks to replace reservoirs in areas where no water supply exists.

One-thousand-gallon tanks cost approximately \$2,500 each.

The underground storage tanks could be eligible for coverage under the Community Building Fund. Government of NL recommends sending in an application, quote and a motion that this is something that Council would like to apply for.

Council directed the Clerk to work with the Fire Department to work up a complete estimate including cost and delivery of tank(s), excavation and installation and table at the June meeting.

EASTER SEALS

Wage Subsidy Program

Motion #2025-05-14-714: Brenda Young; Doug Dean

That the Clerk proceed to investigate and apply for the (a) wage subsidy program and the (b) disability related supports funding program for assistive technology both offered by Easter Seals.

All in favour; none opposed.

Motion Carried.

McDonald Drive – Old Part of Route 90

Department of Transportation and Infrastructure confirmed that McDonald Drive is not on their inventory; therefore, confirmed that it is a Town road.

Household Hazardous Waste COLLECTION EVENT

The Town is hosting the event on September 13th, 9:00 a.m. to 1:00 p.m.

STOP WORK ORDER

The Clerk updated Council on the Stop Work Order Issued on April 17, 2025. Based on documentation and information provided by the landowner, the stop work order has been lifted. Any planned excavation work will be completed; no buildings are planned for construction at this time.

b) **Northbridge Insurance Renewal**

The Northbridge Insurance Renewal statement was circulated for review.

Motion #2025-05-14-715 Roy Lewis; Doug Dean

Motion to accept Cal LeGrow's insurance renewal proposal at a total cost of \$20,667.37 starting April 18, 2025 for 2025-2026.

All in favour; none opposed.

Motion Carried.

6. Round Table

Council directed the Clerk to co-sign the cheques (Numbers 6711, 6712, 6713, 6714, 6715 and 6716) due to unavailability of the Deputy Mayor at this time.

7. Next Meeting

The next Regular Council Meeting is Wednesday, June 11, 2025 at 7:00 pm.

8. Adjournment

Motion #2025-05-14-716: Roy Lewis; Ian Goudie

Motion to adjourn at 9:51p.m.

All in favour; none opposed.

Motion Carried.