

MINUTES
Town Council Meeting
Town Hall – 7:00 p.m.
October 9, 2024

IN ATTENDANCE:

Elaine Nash, Brenda Young, Kevin McDonald, Doug Dean, Nina Goudie.

REGRETS

Ian Goudie, Roy Lewis

MEETING CHAIR

Elaine Nash

1. Call to Order

The meeting was called to order at 7:05 p.m.

2. Adoption of Agenda

Motion #2024-10-09-626: Kevin McDonald; Doug Dean

To adopt the agenda for October 9, 2024 with the following changes:

- Strike item 3 as the resident is unable to attend the meeting;
- Strike Item 5a). September's Financial Report will be distributed at the November meeting.

All in favour; none opposed.

Motion Carried.

3. Adoption of Minutes

- a) September 11, 2024

Motion #2024-10-09-627: Kevin McDonald; Brenda Young

To adopt the minutes for September 11, 2024, as distributed.

All in favour; none opposed.

Motion Carried.

4. Finance

- a) Monthly Financial Report

- a. September 2024

Will be available for the November meeting

- b) AUDITED Financial Statements

The audited financial statements and draft management letter were distributed to Council members last month and included in document package for this meeting. It was noted that Byron Smith will provide a virtual presentation of the statement and their findings on Wednesday, October 23, 2024, 7:00 p.m. As with regular Council meetings, this meeting will be open to the public.

Motion #2024-10-09-628: Kevin McDonald; Doug Dean.

Moved to adopt the financial statements for the year 2023 as prepared by Byron D. Smith, Professional Corporation.

All in favour; none opposed.

Motion Carried.

5. New Business

a) Reports

a. Policy and Procedures Committee

i. Rules of Order and Procedure

Mayor is in the process of reviewing legislation with a view to taking excerpts related to towns which will be used as a guide to track, develop and update policy.

It was noted that the Policy and Procedures Committee is comprised of the Mayor, Deputy Mayor and Councillor Goudie. Councillor Power was also on the Committee; however, he resigned in August.

b. Infrastructure Committee

i. Septic System Replacement – Refer to Clerk Report for the update.

c. Recreation Trails Committee

i. Environmental Assessment

The Clerk confirmed that the \$400 registration fee has been paid to initiate an environmental assessment of the trail plan. The Clerk and Vice Chair of the Trails Committee had a video conference with a government contact about the registration document required and learned that the requirements are detailed and substantial. We are consulting with Placentia who recently submitted a trails document to learn how they approached preparing the document i.e. if they hired a consultant. This review process with the Department of Environment and Climate Change precedes all other government permissions as these are linked internally.

The Clerk will report back at the next meeting.

d. Fire Department Report

- **Moose License:** Councillor Dean advised that Bidgoods will buy the moose meat. A permit is required from provincial Wildlife, at no cost. Funds go to the Fire Department.
- **Responding to Medical Calls:** The Fire Department received a medical call from Central Dispatch on September 16. It was noted that responding to medical calls is not mandatory. To do so requires a motion from Council, based on fire fighters having the appropriate training, combined with a recommendation from the Fire Chief.

Councillor Young will follow-up and remove the Fire Department from the medical response list. Firefighters are permitted to lift-assist at a home or assist ambulance attendants at a motor vehicle accident.

- **Trash Pump:** The Fire Department recommended renting a trash pump versus purchasing one because the cost of a decent trash pump and all accessories would be \$2000 plus. The rental cost is \$60 per day or \$100 per weekend. The Clerk will advise the Fire Department to proceed.
- **Reservoirs:** The fire department would like to see council move away from open pit reservoirs and move forward with underground tanks for its fire protection needs. They require no removing of sediment and ensure us with a water supply in these difficult areas. Council requested that fire department obtain quote on different sizes e.g. 400 or 500 gallons and report back next month.

With respect to brush-cutting around reservoirs, the Maintenance Worker cannot work alone on the side of the road. The Clerk will coordinate a time to go together.

- **Brook across from School:** On September 29th the Fire Department conducted an inspection of access to a small brook right across from the school driveway. As there is a steep bank to get to the brook, the question was raised whether it would be possible to get a ramp built so the portable pump could safely be brought there in the event of a fire. Council noted that this is private property. The Fire Department have right-of-access only when fighting a fire.
- **Inspection of Careens Gas Bar:** On September 29, the Fire Department preformed an inspection at Careens Gas Bar. We inquired about the emergency stop procedure for the gas pumps. The attendant was not familiar with the procedure and there is no emergency stop button. The Fire Department is looking into the codes to see if this is required.
Council discussed and agreed that a safety procedure should be posted. What the emergency procedure is to shut off the flow of fuel in the event of a fire. In the event that a fire department has to respond where would they find the appropriate shut-off.
- **SCBA:** Council asked the Clerk to follow-up with the Fire Department about the make and model of SCBA units to determine if any need to be replaced.

e. Clerk Report

- **New Septic System:** The Clerk provided the following update:
 - Materials purchased to date from MCBS total \$10,856.18 (or \$9,440.14 before HST).
 - October 7th: Pioneer Services advised of an extra 1.5 days plus pump due to active water. They also noted that the old septic tank was open steel, not concrete, therefore, would have rusted. The old tank (which was very full) was

emptied on Friday October 4, 2024. An inspection by Service NL took place on Friday October 4, 2024.

Adam Dawe (Pioneer Services) sent photographs of a hole in the pipe under the building which meant they had to dig further back to reach a solid piece of pipe. The pipe should have been embedded in sand/soil but instead it was only blast rock. He expressed concern that there could be additional holes in the system. He recommended that a camera be run to ensure no other holes.

The Mayor approved the cost of \$650 to CBS Plumbing to run a camera next day. When onsite, the plumbers checked all toilets, sinks etc. for leakage as the pump was full of water in the morning. No malfunctioning toilet or leak was found. All seals are in place and working.

- October 8th: The Clerk spoke with Trevor Pond of Service NL who advised that installation itself meets standards. Trevor confirmed that water drainage is an issue and he recommended installation of a drain from the natural spring to ensure water is guided away from the area. Trevor spoke with the neighbour and advised him there should be no issue with the new system.

With regard to the existing system, Trevor confirmed it is to code. It is not malfunctioning. If the system is affected a few days a year due to weather, that does not mean the system is malfunctioning.

Regarding drain from natural spring to tie in with French drain by Fire Hall, Adam Dawe advised they will finish current job and then schedule the drain installation. Adam stated that Trevor Pond requested this be done as well. Adam confirmed the location and the measured area. He provided an estimate of \$4,600.00.

The Clerk met with Adam and the neighbour about the drain to connect from natural spring and run across the parking lot to an existing drain on the back of the Fire Hall. Adam explained the rationale for the draining being on the inside of the septic field because it is higher than the other side and will catch more water i.e. ground water.

- October 9th: Adam Dawe advised of a discussion with Nick Dunne subsequent to discussions with Trevor Pond. The source of the internal water should be found to prevent any risk that the water could overwhelm the system at some future point. (Currently the area is in a drought situation). When asked if the system is secure as it is now, Adam advised he was not concerned as the new system has far more capacity than the previous one. It was agreed that the internal water source would be further investigated through a process of elimination which will take place when Adam returns to dig the drain.

Council discussed potential sources of internal water. Councillor McDonald mentioned the water filtration system and wondered if it was possible that it was

draining into the septic line. The Clerk will follow-up with Adam Dawe to ask about including that system in his investigation.

Following the update, Council reviewed invoices from EnviroSeptic and Pioneer Services. The Pioneer Services invoice included the extra charge noted above for extra work related to the pump. Council also reviewed the estimate to install the drain. The following motions were passed:

Motion #2024-10-09-629: Brenda Young; Kevin McDonald

That the Town approve payment of \$27,972.85 to Advanced EnviroSeptic for design, delivery and installation of environmental septic system, including the septic tank.

All in favour; none opposed.

Motion Carried.

Motion #2024-10-09-630: Brenda Young; Kevin McDonald

That the Town approve payment of \$35,520.05 for excavation related to installation of new septic system including installation of septic lift station, construction of retaining wall, empty and dispose of old tank and associated backfilling. The total includes the extra charges of \$650 for camera inspection and \$1,350 for additional time to install lift station.

All in favour; none opposed.

Motion Carried.

Motion #2024-10-09-631: Brenda Young; Kevin McDonald

That the Town approve the estimate from Pioneer Services of \$4,600 to install a drain that connects to the existing drain on back of the Fire Hall.

All in favour; none opposed.

Motion Carried.

- **Guy Fox (Bon Fire) Night, November 5th, 2024:** A resident suggested that the Town host a bonfire night. Council agreed and requested that the Fire Department take the lead on identifying an appropriate site for a bon fire where residents can drop off wood items. Council will provide hot chocolate and marshmallows. The Clerk will follow-up with the Fire Department.
- **Rural Outreach Program (MUN):** The Clerk advised that the first project will be working with MUN to identify civic addresses in the Town on Google Earth. The software where the numbers are noted will be shared with the 911 Group whom MUN has partnered with. A copy will be provided to the Town as well. Councillor Young to advise Clerk of her availability to schedule an online meeting. Additional projects include website review and online calendar for Town Hall bookings. Council approved the group's editor-level access to the Town website.
- **Rural Transit Fund:** With respect to applying for funds to develop a rural transit plan, St. Mary's and Admiral's Beach have agreed to partner. The Clerk is waiting to hear from Colinet and St. Joseph's

- **Environmental Assessment Imperial Oil Site:** A bore hole will be drilled on Route 93 on Thursday/Friday, October 17 and 18th, 2024. Appropriate signs and flag people will be in place.
- **Handyman Work:** The Clerk reported that \$720.00 was paid to Eugene McDonald for the following work:
 - repair Shredder;
 - add Dart Board including backing, light and painting;
 - repair swing chair in community garden;
 - replace town office door;
 - replace ballast in fluorescent light, downstairs bathroom;
 - repair mower; footbridge; wooden table in hall;
 - paint ceiling in bathroom;
 - empty storage room in preparation for septic contractors.
- **Repair of Siding on Town Building and Fascia on Fire Hall:** Kevin Butland has been asked to review and provide a quote.
- **Marrie's Road** – A resident contacted the Office about Marrie's Road - Hoping that the shoulders of the road can be topped up. With the repeated ATV traffic, the shoulders have deteriorated and are breaking down pavement. Resident felt that a preventive measure would be to top up the shoulders with class A gravel to prevent further deterioration. Also noted a pothole nearby. Council agreed that the Mayor and the Clerk would visit the area and report back.
- **Arrears in Business Tax:** The Clerk reported that there had been no response to the registered letter requesting payment by September 18. Balance owing for 2023 taxes is \$5,603.90. On Monday, October 7th, Credit Recovery Services advised that the business said they are unable to continue the \$1,000 per month but will pay \$150 until business improves. On October 9th the Office received a cheque for \$100. Council requested that the Clerk contact our lawyer for advice and follow-up.
- **Marine Scrap Yard:** The Clerk spoke with the owner of the marine scrap yard about the appliances dumped there and general unkempt state of the property. The owner agreed to remove domestic metals within the coming month and post a "no dumping" sign. Old excavator(s) will be removed or will be scrapped. It was noted that two vessels and a barge will be returning there this Fall and staff will be on site to work on them.
- **Permits Issued:** The Clerk reported that the following permits had been issued.
 - Don Grace, 271 Main Road North, Exterior repairs
 - Pat Linehan, 12 Main Road North, Garage 28'x20'
 - Cyril Bungay, 152 Main Road North, Shed 20'x13'
 - Imelda Earle, 446 Main Road North, Shed 8'x8'

b) Report re: Nomination Day, October 2, 2024.

No nominations were received on October 2, 2024 and the Town is required to hold an additional nomination day within 30 days. Therefore, a Nomination Day is scheduled for Wednesday, October 30, 2024 from 8:00 a.m. to 8:00 p.m. Should an election be required, it will take place on Tuesday, November 26, 2024. The Town Clerk is defacto the Returning for by-elections. The following motions were passed:

Motion: #2024-10-09-632: Doug Dean; Brenda Young

That Nomination Day will be held on Wednesday, October 30, 2024 from 8:00 a.m. to 8:00 p.m.
All in favour; none opposed. Motion Carried.

Motion: #2024-10-09-633: Doug Dean; Brenda Young

That, should it be necessary, the Town will hold a by-election on Tuesday November 26, 2024.
All in favour; none opposed. Motion Carried.

Motion: #2024-10-09-634: Doug Dean; Brenda Young

That the alternate returning officer be Brenda Pike.
All in favour; none opposed. Motion Carried.

c) Ultimate Recipient Canada Community-Building Fund Administrative Agreement, 2024-2034

The Clerk distributed the new funding agreement "Ultimate Recipient Canada Community-Building Fund Administrative Agreement, 2024-2034" which requires approval by Town Council.

Motion # 2024-10-09-635: Kevin McDonald, Brenda Young

Moved that the Town Council of Mount Carmel-Mitchell's Brook-St. Catherine's approve the Ultimate Recipient Canada Community Building Fund Administrative Agreement, 2024-2034, which outlines the role and responsibilities of the Ultimate Recipients and the Government of Newfoundland and Labrador and confirms the total allocation for 2024 to 2029.
All in favour; none opposed. Motion Carried.

d) NLGNB - Local Service Districts Letter

Council reviewed the letter and assigned it to Councillor Goudie to determine appropriate course of action.

e) Remembrance Ceremony for Monday, November 11th

Eugene is the emcee every year. Planning will start during the last week of October. Robyn Hickey will work with the Mayor to compile names, update program etc.

f) Development Applications

- a. Ann Marie Drohan – 872A Main Road North – The Clerk reported that a conditional permit was released for the septic designer so that she could submit their plan to Service NL.

g) Municipal Plan

- a. Cottage planning area MC109-83 and Cabinet Paper – The Clerk reviewed a draft memorandum that requests that the provincial cottage planning area within the

municipal planning area be removed. Council approved release of the memorandum provided a copy of the 1985 letter that F. David Power found (related to the watershed area) be included with the package.

6. Communications

In the past week, the Fall Newsletter was mailed to all residents and property owners.

7. Round Table

Street Lights: Council members agreed to survey the town and provide numbers of poles with lights that are not working properly.

A reminder to take note of any extinguished or malfunctioning street lights and provide the Clerk with the approximate location and pole number (which is on the silver metal band on each pole).

Complaint about a Property: The Clerk updated Council on the latest communications with a resident who submitted a complaint about a neighbouring property. The resident will be in touch about attending the November 13th meeting.

Estate of Christopher Pratt: Council reviewed three topographical maps provided to the Town from the Estate of Christopher Pratt. It was agreed that two maps depicting the Salmonier River be mounted in the Town Hall with a plaque recognizing the donation from the Estate of Christopher Pratt. The map of St. Catherine's will be placed in the Library. The Clerk will follow-up.

8. Next Meeting

- A virtual meeting with the Accountant will be held on Wednesday, October 23, 2024, 7:00 pm.
- The next regular Council Meeting will be held on Wednesday, November 13, 2024, 7:00 pm.

9. Adjournment

Motion: #2024-10-09-636; Kevin McDonald; Brenda Young

To adjourn the meeting 9:25 pm

All in favour; none opposed.

Motion Carried.