

**Council Meeting Minutes**  
**March 15, 2022**  
**Town Hall**

**IN ATTENDANCE:**

Elaine Nash, Kevin McDonald, F. David Power, Brenda Young, Ashley Byrne, Doug Dean, Brenda Pike, Stacey Dean (virtual)

Regrets: Ian Goudie

**MEETING CHAIR:**

Elaine Nash, Mayor

**CALL TO ORDER:**

Meeting called to order at 7:07 p.m.

**ADOPTION OF AGENDA:**

Motion #2022-03-15-305: Kevin McDonald; Doug Dean

Adopt the Agenda of March 15, 2022.

All in favor; none opposed

Motion Carried

**ADOPTION OF MINUTES**

Motion #2022-03-15-306: F. David Power; Kevin McDonald

Adopt the minutes of February 14, 2022.

All in favor; none opposed

Motion Carried

**FINANCES:**

Financial Report

Motion #2022-03-15-307: Brenda Young; F. David Power

Adopt the financial report for the month ending February 28, 2022.

All in favor; none opposed

Motion Carried

**NEW BUSINESS:**

**a) Reports**

**1) Policy and Procedures Committee:**

i) Back to Work Policy: Stacey Dean, Town Clerk, is planning to return to work on April 25, and has requested accommodations to her schedule. Council expressed their willingness to meet Stacey's needs while meeting the needs of the Town.

Council has agreed that Ms. Dean's work schedule will be as follows: two weeks working from the office and two weeks primarily working from home.

Council will approve a new employment policy, which will include the new work schedule, arrangements for answering phone calls and checking messages, access to email and Town

correspondence/documents as well as meeting attendance. This arrangement will be implemented on a trial basis and re-evaluated quarterly.

ii) **Office Hours:** Council approved the current office hours with the amendment that in-office visits will be by appointment only. In addition to assisting with the accommodation of the Clerk's new schedule, the appointment-only stipulation will provide security for the Clerk when working alone. Council will develop a "Working Alone" Policy for the Town Clerk position.

(iii) **Facebook Page Policy:** Mayor Nash has sent a letter to Mr. Sorenson requesting he remove himself as Administrator of the existing Town Facebook page or that the page be changed to reflect that it is not the official Town Facebook page. For security and confidentiality, the Town Facebook page should only be administered by the Town Clerk, as users may contact the office through the Messenger app for information regarding their taxes or other town business. Mr. Sorenson has not responded to this request to date. Mayor Nash followed up with him and requested that he contact the Town Office to make the necessary changes to the FB page. If he doesn't contact the office, Mayor Nash will contact him by phone.

**2) Infrastructure Committee:** MHA Sherry Gambin-Walsh has sent out a letter re needs for guard rails, signs, etc. Mayor Nash is currently taking photos of areas where infrastructure is needed and will forward them to MHA Gambin-Walsh. She also requested information on Store Gully Bridge; Mayor Nash forwarded pictures depicting the condition of the bridge; MHA Gambin-Walsh advised the work hasn't been tendered yet but it is a high priority for her.

**3) Fire Department Report:** N/A

**4) Clerk Report:**

Dishwasher is in place and needs a plumber to install. *(Councillor Power will check it out; if everything is in place, he should be able to install).*

- The Town received \$500 from Riverview Lounge for the fire department call.
- Abandoned Wharf: Property owners have been contacted but there has been no response to date.
- ERSB letter re driver safety is drafted. *(Mayor Nash signed the letter to be sent out).*
- The Town received \$1,000 grant from MMSB for Come Home Year.
- Leah Power from Water Resources Division was in contact about land being developed on Back River Hills. She was approached by someone who said it looks like there could be multiple lot developments happening. If so, the developers will need approval from Water Resources. *(She is not sure if this is factual or rumor; there have also been reports that Eastern Health is building a clinic there and that there is a communication tower going up there).*
- Garden Account – eliminate charges by switching from a chequing account to a savings account. The Clerk sent out an email to Councillors but didn't receive an adequate response to move forward. *(Council directed the Town Clerk to make the necessary changes to switch the Garden Account from a Chequing Account to a Savings Account).*
- Crown Lands application received last week: The Clerk has contacted Crown Lands as that property is already listed to another person. She is waiting on their response as to whether it's a mistake in the civic address or if there's another reason the same civic number is applied to two pieces of property.
- Playground: The Clerk spoke to the Contractor who advised the pea stone may not be available yet due to a continued equipment malfunction. *(Council advised that if there is no success in getting pea stone by the April meeting, they will move ahead with getting the new equipment in place and have the pea stone put in at a later date).*

**b) Insurance Renewal:**

Council approved the insurance renewal premium of \$17,323.10, with monthly payments of \$1,462.07 received from Cal LeGrow Insurance. There was discussion around whether Council should be seeking estimates from other companies. Ms. Dean advised that, as far as she recalls, Cal LeGrow is represented by MNL as having a competitive rate for municipalities. Council directed the Clerk to KIV next year's insurance renewal to the February meeting and that she contact MNL before that to verify if there are advantages to renewing with Cal LeGrow each year.

**c) Community Clean-Up:**

The Acting Clerk advised she has been in contact with ERSB and they will accommodate the town's clean-up by providing access to the waste management site in St. Joseph's on June 4. Council will need to review the stipulations around what can/cannot be brought to the site as well as the class of vehicles that are allowed on-site. It was suggested that participants meet at the Town Hall at 10:00 on June 4, where they will pick up supplies and be assigned to teams. It was also suggested that the roadside and beach clean-ups should be held on separate days as it is doubtful there will be enough participants to get it all completed in one day. The Clerk will contact the Department of Fisheries and Oceans to see if they will partner with the town in organizing and carrying out a beach clean-up. Council will also seek the assistance of the Fire Department; Councillor Young volunteered to provide first aid supplies for the event. Council will approach people directly to assist with the clean-up and provide transportation of garbage to the waste management site to ensure an adequate number of people to complete the task. Council will hold a separate meeting before April to work out the details for the clean-up.

**d) Maintenance Position:** As Eastern Health will be terminating their lease with the Town effective March 31, 2022, Council discussed how this will affect the Maintenance Worker's Position, as a portion of the work is dedicated to cleaning the EH clinic. Several options were discussed; it was agreed that Mayor Nash, Deputy Mayor McDonald and Acting Town Clerk Pike will meet with Ms. Nolan on Monday, March 21, to discuss the implications of this change and seek Ms. Nolan's input on how Council should move forward with determining the hours/salary for this position.

**e) Hardwood Floor Refinishing:** Due to the high cost, as well as the current good condition of the hardwood floors, Council decided to fore-go refinishing the floors this year. In future, refinishing will be completed on an "as needed" basis. Councillor Power advised that he has a buffer which the Town can utilize for the floors. He will get in touch with Ms. Nolan to further discuss this.

**f) Come Home Year:** Council appointed the following members to the Come Home Year Committee: Brenda Young, Brenda Pike, Ashley Byrne, Elaine Nash. There was considerable discussion around how to proceed; it was decided that Canada Day events would proceed as in the past and would highlight the re-opening of the playground with family activities. Come Home Year celebrations would be held separately and would focus on the adult population, with the main event being a dance. Councillor Byrne will check out the availability and cost of Rum Ragged and Matthew Byrne for this event. Council will also check on what is needed to serve alcohol at such an event; maybe Riverview Lounge can be approached to see if they are permitted to set up a bar for such an event off their premises.

**6. PRIVILEGED**

**7. ROUND TABLE**

**a) Streetlights:** The Clerk will check with NL Power to see whether the brightness of the new streetlights can be adjusted. Councillor Dean noted that they are very dim compared to the older ones.

- b) The Clerk will contact TI to let them know that the digital speed sign by the school is not working.
- c) Members of the Municipal Assessment Agency will be meeting with Council at 1:00 on Wednesday, March 16, to discuss property tax.

**NEXT MEETING:**

The next meeting will be April 11, 2022 at 7:00 p.m.

**ADJOURNMENT:**

Motion #2022-03-15-308: Kevin McDonald; F. David Power

This meeting is adjourned.

All in favor; none opposed

The meeting adjourned at 9:45 p.m.

Motion Carried