

Council Meeting Minutes
May 9, 2022
Town Hall

IN ATTENDANCE:

Elaine Nash, Kevin McDonald, Brenda Young, Doug Dean, Ian Goudie, Stacey Dean

REGRETS

F. David Power, Ashley Byrne

MEETING CHAIR:

Elaine Nash, Mayor

CALL TO ORDER:

Meeting called to order at 7:03 p.m.

ADOPTION OF AGENDA:

Motion #2022-05-09-318: Kevin McDonald; Ian Goudie

Adopt the agenda of May 9, 2022.

All in favor; none opposed

Motion Carried

ADOPTION OF MINUTES

Motion #2022-05-09-319: Brenda Young; Ian Goudie

Adopt the minutes of the April 11, 2022 meeting.

All in favor; none opposed

Motion Carried

FINANCES:

a) Monthly Financial Report:

Motion #2022-05-09-320: Kevin McDonald; Brenda Young

Adopt the financial report for the month ending April 30, 2022.

All in favor; none opposed

Motion Carried

The Town Clerk advised that RBC provided notice that banking fees will increase as of August 1, 2022, including the cost for printing and mailing paper statements.

Motion #2022-05-09-321: Brenda Young; Kevin McDonald

Approve for the Town Clerk to change bank statements for all accounts from paper to e-statements to save on banking fees.

All in favor; none opposed

Motion Carried

NEW BUSINESS:

a) Meeting Protocol: Council agreed that the recent meetings have been lengthy. In an effort to stay on track and keep the meetings concise, Mayor Nash proposed setting a time limit for each topic on the agenda. She also

proposed that once a subject has been passed and the meeting has progressed to the next topic, the group cannot revisit an earlier topic. If this situation arises, the item may be brought up in the round table at the end of the meeting or added to the agenda for further discussion at the next meeting. Concern was expressed regarding whether one member would monopolize the time limit, resulting in stifled discussion. Council discussed whether it would be better to limit the time per topic or per person. It was agreed that these new limits should strike a balance between time management and fair discussion. Council agreed to setting a time limit per topic with a two-minute maximum per person within that time frame. Council decided to give it a try moving forward throughout the meeting before enacting it into the rules of procedure.

b) Reports

1) Policy and Procedures Committee: Council reviewed the Terms and Conditions of Employment policy. It was agreed that the wage section should be removed, as discussed in the previous meeting. Council approved for Councillor Goudie to abstain from this vote as he missed the previous meeting and had no prior knowledge of this policy to make an informed vote.

Motion #2022-05-09-322: Brenda Young; Doug Dean

Adopt the Terms and Conditions of Employment policy effective May 9, 2022.

All in favor; none opposed

Motion Carried

Abstained: Ian Goudie.

2) Infrastructure Committee: Council further discussed installing a street light by Brian Dinn's, which was brought forth in the previous meeting. It was agreed the installation of a street light is warranted as the hill is very dark in the evenings which poses a safety risk. The Infrastructure Committee will re-assess the five streetlights which are still outstanding, keeping in mind Brian Dinn's and the old pharmacy location. The Infrastructure Committee will report back at the next meeting.

3) Recreation Trails Committee: The Committee Chair is requesting space in the town's next newsletter and has offered to help develop a newsletter for the town. It was suggested that Council needs to develop a standard newsletter and a policy which dictates who distributes news on behalf of the town, how often information is distributed, what content should be included, a budget for the fees associated with printing and distribution, etc. Council will send out a newsletter in the coming weeks and will allow space for the Recreation Trails Committee to communicate a message.

Two individuals have volunteered to be on the Recreation Trails Committee, but the Committee has already been appointed. The Chair was wondering if the Recreation Committee is active and accepting new members. Council clarified that the Recreation Committee is a direct arm of Council and is currently an internal committee. However, Mayor Nash and Deputy Mayor McDonald offered to resign their positions on the Recreation Trail Committee as there are others interested in filling the roles. The Terms of Reference for the Committee requires a minimum of two members of Council. Council will still have representation on the Committee by Councillor Goudie and Councillor Power.

4) Come Home Year Committee: Council has decided to defer hosting a dance in August and will take more time to plan a larger event in 2023 to celebrate Come Home Year and the Town's 50th anniversary of incorporation. The Committee will hold another meeting soon to make further plans.

5) Town Clerk Report: A funding application has been submitted for \$750 through the Community Garden Support Program.

Kim Blanchard, Manager of Lands Use and Planning with the Local Governance and Land Use Planning Division provided an update on the town plan submission advising that they are actively working on the file and the Town can expect a response on the review to be forthcoming.

Assembly of the playground equipment has commenced. Completion is expected by the end of the month. There are five loads of pea stone outstanding, and Leo Squires expects it will be a while before it is available. It was noted that there is sufficient stone on the playground as it is now.

Philomena is repairing the garbage box. Council can look into sourcing a new one at a later date.

Eastern Regional Service Board provided a response to Council's email detailing concerns, as discussed in the previous email. The Clerk will forward the email to Council for review.

The Clerk reached out to Jennifer Power for IT assistance with the new laptop. Jennifer provided service, but declined to invoice Council for the services rendered. The Clerk proposed that Council purchase a gift card to show appreciation for the assistance.

Motion #2022-05-09-323: Brenda Young; Kevin McDonald

Purchase a \$50 North Atlantic gift card for Jennifer Power for help with IT.

All in favor; none opposed

Motion Carried

The Clerk proposed sending Council a weekly update via email to reduce the number of emails sent per week and to seek direction outside of the monthly meetings. Council agreed this would be a good practice. It was noted that emails would have to be checked after Wednesday of each week with Councillor responses provided no later than the Clerk's return to the office on Monday.

6) Fire Department Report: The Fire Chief, Dave Parrott, provided Council with notice that he will be taking a temporary leave of absence from the Department, effective immediately. The Deputy Fire Chief will step into the role of Acting Fire Chief for the duration of the absence. Council wishes Mr. Parrott well and hopes to see him return to the role in the future.

c) Property Tax: Don Hearn and Mike Warr with the Municipal Assessment Agency (MAA) met with several Councillors, the Clerk, and Acting Clerk on March 16 to discuss introducing property tax in the Town. As discussed in the previous meeting, MAA are prepared to begin work as soon as they get approval from Council. In order to introduce property tax for 2023, Council will need to communicate their approval to MAA by June. Councillors were reluctant to vote to make the change to property tax. It was noted that government's revision of the Municipalities Act will see poll tax abolished, so the change is inevitable.

Motion #2022-05-09-324: Brenda Young; Kevin McDonald

Town Clerk to notify the Municipal Assessment Agency that the Town will move forward with property tax.

In favor: Elaine Nash, Brenda Young, Kevin McDonald, Doug Dean

Opposed: Ian Goudie

Motion Carried

The Finance Committee will begin meeting to review the change to property tax and discuss the steps forward. It was reiterated that residents will need to be notified of the change via personal letter.

d) Asset Management Plan: Mayor Nash will review the information provided to Council and complete a package for review at the next meeting.

e) Community Clean-Up June 4th: The Town Clerk was directed to purchase the supplies required for Community Clean-Up Day, including clear garbage bags, gloves, hot dogs, bottled water, and a cake. Council directed the Clerk to distribute a newsletter in the next few weeks to remind residents about Community Clean-Up Day and request volunteers with pick-up trucks to take the waste to the dump. Council discussed the possibility of providing \$25 North Atlantic gift cards to cover gas expenses.

The Department of Fisheries and Oceans (DFO), Bay Roberts Detachment, responded to Council's request for assistance with a beach clean-up, agreeing to partner on the initiative and offering garbage bags, gloves, and a few staff to help out. Council directed the Clerk to respond to the email advising DFO that Council is considering September for a beach clean-up as they are hoping to involve the school.

f) Permit for Personal Sawmill: Council approved a permit for Brandon Dean for a personal use saw mill within the town boundary. Mayor Nash will sign the permit once it is completed.

g) Community Garden Fence Rabbit-Proofing: The Garden Committee submitted a request for Council to cover the labour and equipment costs associated with the installation of rabbit-proofing for the garden fence at a cost of \$2000 taxes included. Mayor Nash had previously spoken to the Committee Chair, David Sorenson, and advised the Committee to proceed with rabbit-proofing the fence. However, Council agreed that the costs would have to come from the funds that were allotted for the Garden for this year (\$1000) or their own funds as there are no additional funds budgeted for this type of project in 2022.

h) Trailer by Back River Bridge: It was noticed that a trailer has been parked on the frozen crown land by the Back River Bridge. The Clerk was directed to type a letter and notify the owner that the trailer has to be removed from the area. In addition, Council directed the Clerk to follow-up with Danny Power regarding barricading the area to prevent further campers from parking there.

i) Bridge on Marrie's Road: Councillor Goudie expressed concern regarding the infilling of the bridge since the recent washout. As the bridge is located outside of the town boundary, it is not the town's responsibility to conduct repairs. Councillor Goudie questioned whether the Department of Transportation and Infrastructure would conduct repairs. During the washout, Council was told that the bridge had been decommissioned by the Department, so it is unlikely that they would repair it. Mayor Nash referenced the bridge in the recent email she had sent to Minister Gambin-Walsh, but she has not yet received a response. Mayor Nash will follow up on her email.

j) Marrie's Road Culvert: Mayor Nash, Councillor McDonald, Councillor Power, and Councillor Dean have visited the site and agree that there is nothing wrong with the culvert itself and the build-up of water is due to the outlet of the culvert being filled in. The ditch at the end of the culvert needs to be opened up. However, Council agreed that this would be the responsibility of the property owner as the ditch is on private property.

PRIVILEGED

Council entered into a privileged meeting at 8:51 p.m.

Council returned to the regular meeting at 8:54 p.m.

ROUND TABLE

a) Recreation NL Conference: Councillor Goudie reported that the Recreation Trails Committee would like Council to consider having Robyn Hickey attend the Recreation NL Conference May 18-20 at the Sheraton Hotel in St. John’s on behalf of the Town. The non-member registration fee is \$475+tax. Council agreed that it is not feasible at this time as there has only been \$500 budgeted for professional development with priority given to staff and councillors.

b) Back River Hills Development: Leah Burry, Water Resources Division, contacted Council with a possible name for the developer of the Back River Hills lot. The Acting Town Clerk attempted to make contact with the individual, but the office has yet to receive a response. Council directed the Town Clerk to follow up with Water Resources to see if they have any new information regarding the developer.

NEXT MEETING

The next meeting will be held on Monday, June 13th at 7:00 p.m. at the Town Hall.

ADJOURNMENT

Motion #2022-05-09-325: Kevin McDonald; Ian Goudie

This meeting is adjourned.

All in favor; none opposed

Motion Carried

The meeting adjourned at 9:03 p.m.