

Council Meeting Minutes
June 13, 2022
Town Hall

IN ATTENDANCE:

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

REGRETS

Ian Goudie

MEETING CHAIR:

Elaine Nash, Mayor

CALL TO ORDER:

Meeting called to order at 7:08 p.m.

ADOPTION OF AGENDA:

Motion #2022-06-13-326: Brenda Young; F. David Power

Adopt the agenda of June 13, 2022.

All in favor; none opposed

Motion Carried

ADOPTION OF MINUTES

Motion #2022-06-13-327: Doug Dean; Brenda Young;

Adopt the minutes of the May 9, 2022 meeting.

All in favor; none opposed

Motion Carried

FINANCES:

a) Monthly Financial Report:

Motion #2022-06-13-328: F. David Power; Kevin McDonald

Adopt the financial report for the month ending May 31, 2022.

All in favor; none opposed

Motion Carried

The Town Clerk advised that Eastern Health submitted double payment for the April 2022 lease, as they paid both by direct deposit and by cheque in response to the invoice that was sent out. The Town Clerk will refund Eastern Health \$1100.

Council questioned the standing of the business which is in tax arrears. Council requested for the Town Clerk to provide this information at the next meeting.

The Town Clerk advised that Mount Carmel Building Supplies was issued a double payment for invoices for the Garden Committee. Mount Carmel Building Supplies has issued a cheque for the refund, which will be reflected on next month's financial report.

NEW BUSINESS:

a) Reports

1) Policy and Procedures Committee: Now that the Town Clerk has returned from maternity leave, the Assistant Town Clerk's title must be changed, as she can only be "acting" in the Town Clerk's absence.

Motion #2022-06-13-329: Kevin McDonald; Doug Dean

Change Brenda Pike's title to Assistant Town Clerk, effective immediately.

All in favor; none opposed

Motion Carried

Council directed the Town Clerk to begin drafting a letter to notify residents of the change to property tax. The Town Clerk will draft a letter for Council's review.

2) Infrastructure Committee: The Committee has not had a chance to meet regarding the street light assessment, but they intend to meet soon.

The Supervisor at the St. Joseph's Depot has replied to Mayor Nash regarding posting the town name signs at the town's boundary limits. It has been approved and added to their summer maintenance list on a priority basis. As such, he was unable to provide a timeline for completion.

It was also noted that a new guardrail has been installed by Hawco's.

3) Recreation Trails Committee: The Committee did not have an update as they were unable to meet.

4) Come Home Year Committee: The Committee will begin meeting in August to commence planning.

5) Fire Department Report: The Fire Department sought Council approval to have the reservoir by Cecil Bennett's cleaned out as there is currently an excavator there doing work for Cecil. Council requested that Dave Butland contact Cecil Bennett to get a quote for the work. It was noted that the expense would come from the Fire Department's annual budget.

The Fire Department sought Council's direction regarding Covid protocols for volunteers now that the province has relaxed restrictions. Council agreed to relax the restrictions in line with the province.

6) Town Clerk Report: The Municipal Assessment Agency (MAA) has been advised that Council motioned to proceed with property tax. MAA has provided the Town Clerk with a list of information they require to get started. The Town Clerk is preparing the information, as requested. MAA advised they will be starting the process in St. Joseph's soon, so they will be in the area conducting assessments at that time.

The Town Clerk contacted the Special Assistance Grant Division to propose the alternate projects for the Come Home Year grant. They requested a revised cost allocation, which was submitted and approved. All materials have since been purchased under the grant. Philomena is completing the projects as her regular weekly time allows.

The Town is missing 10 of the 20 grabbers from Community Clean-Up Day. The Town Clerk will make a Facebook post requesting they be returned to the office for use at future events. Council approved for the Town Clerk to purchase more grabbers when they are in stock again at Princess Auto, as they were effective on Clean-Up Day.

The Town Clerk requested permission to make a Facebook post discouraging littering in the community and advising that there are still areas of the Town that require clean-up if anyone would like to volunteer.

The Town would provide the supplies, but the volunteers would have to arrange for waste disposal either by a personal trip to the dump or placing the bags out with their regular weekly collection. Council agreed. There are currently 3 entries for the Design a Sign contest. The deadline is June 15th.

There is no update on the Community Garden grant, yet.

It is anticipated that the playground will be ready for use by Canada Day.

The Town Clerk purchased a bouncy castle for Canada Day for entertainment for the children. It was priced at \$349 at Kent, but the Town saved \$50 with the use of promotional codes. The Town Clerk will purchase foam mats. Council suggested renting the bouncy castle out with the town hall at a cost of \$50 per rental.

The Town Clerk followed up with Water Resources, and there has been no progress making contact with the Developer on the Back River Hills.

Anna Myers provided Council with an update on the Town Plan. Comments were received from the Provincial Planner in the Government Section 15 Review. Anna has made the required changes and has re-submitted the revised documents. Once we hear back from the Planner, the next step will be for Council to adopt the documents and proceed to a public hearing. Councillor Power expressed concern regarding the number of typos and errors in the submitted document. Mayor Nash noted that it was a draft document, and there are always changes and edits required before the final product.

The Auditor has advised that he is in the process of reviewing the documentation now and he will condense his requests into a single email once the initial review is complete. He advised he will do his best to minimize the back-and-forth communication and keep it to the 2-week timeline, as Council requested. The Town Clerk noted that she is anticipating a busy month ahead with the audit, property tax transition, tax deadline, and Canada Day, in particular. She requested permission to call in the Assistant Town Clerk for support, if necessary. Council approved the request.

Philomena advised that Council requires a dump run. There are old boards left from the garbage box repair, branches by the playground, and miscellaneous bulk garbage downstairs. In the past, Council has compensated \$50 for dump runs. Council approved for the Town Clerk to compensate Philomena \$50 for a dump run.

A Clean-Up Day volunteer noted that there is a rusty piece of culvert by the intersection, across from Brian Butland's house. The Town Clerk contacted the Supervisor at the St. Joseph's Depot, Danny Power, and he said he has added it to their summer maintenance plan on a priority basis.

The Town Clerk has made contact with the owners of the trailer at the Back River Hills. They were advised that the office would be in contact again once it has been confirmed if the area will be barricaded. Danny Power has since advised that they have approved for the barricades to be put in place, but they have to be ordered. Once received, it will be added to the summer maintenance plan. Council instructed the Town Clerk to make contact with the trailer owners again and advise them they can keep the trailer there until the barricades are placed.

b) Childcare Initiative: Survey Results: Councillor Byrne briefed Council on the results of the Community Childcare Initiative Needs Assessment Survey. It was noted that 25 responses were received, indicating a varying need for childcare for 44 children. The survey results prove there is a need for childcare services in the community. The catchment area of the survey was similar to the St. Catherine's Academy district, but also included communities to St. Mary's. It was also noted that one respondent is an ECE with an interest in working at the center. The Department of Education would take care of hiring, but this is a good indication that staff could be available for the center. The survey provides for anonymity, so the ECE's identity is currently unknown.

However, once approval to move forward is received from the Department of Education, the Town could provide the results to the respondents who requested follow-up, and the Town could ask the ECE to come forward. The next step is to forward the report to the Department of Education for approval. They will want to come out and view the space to determine if it is suitable. The Department will assess the required renovations, which will be funded. Councillor Byrne advised Council that her property in Mount Carmel recently sold, and they are expecting to move in July. She will pass the project on to the Clerks, but is willing to stay on and help see the initiative through if Council will allow. Council agreed they would like to avail of Councillor Byrne's further assistance on this initiative. Council approved to move forward with the initiative by sending the report to the Department of Education for review.

c) Back River Bridge Green Space: Mayor Nash suggested that the area at the base of the Back River Hills would make a nice green space, as it was the site of the old mill and has a lot of history for the community. It was suggested that the Town could erect a story board detailing the history of the site. It was also noted that the trail committee had identified this area as a possibility for trail development and they are already working on gathering historical information for the site. It was agreed that this is not something that Council is actively pursuing, but merely something to keep in mind after the town plan is in place.

d) Canada Day Event: Council discussed plans for the Memorial Day ceremony and Canada Day celebration. Council was unsure of the time for the Memorial Day ceremony, and asked the Town Clerk to check into this further. Council suggested asking Bill Dean to raise the flag. Council also suggested asking Gus & Us to provide live music for the event at a donation of \$50 per member. The Town Clerk will contact them to see if they are available on Canada Day.

e) CEEP Project: Marjorie Gibbons has advised that it is the Town's turn for a CEEP project this year. Mayor Nash suggested a walking oval and horseshoe pits up on the old ball field. David Sorenson will address Council at the next meeting to further discuss a recreation.

f) Marrie's Road Culvert: Mayor Nash and Deputy Mayor McDonald spoke with residents on Marrie's Road who confirmed that there has always been water pooling on Miller's property. Historically, the water always ran there. Dick Dunphy had done work there in the past, but no one ever redirected the flow of the water. What's there has been there for many years, and ditching will not change it. The overflow problem stems from the infilling of the ditch on Miller's property, which needs to be opened up. The neighbors will also have to open their ditch to allow the water to flow. The Town Clerk was instructed to write a letter to Fred Miller advising that the ditch on his property needs to be opened up and it is outside of Council's scope as it is on private property.

g) Old Age Home Disrepair: Barbara Bishop submitted a complaint to Council regarding the disrepair of the adjacent property. She sought Council's permission to erect a privacy fence in lieu of other corrective measures. Council agreed that this is a private issue which is beyond Council's scope. Council suggested that the complainant address the issue with the property owner directly. Council granted permission for the Bishop's to erect a privacy fence if they wish to do so.

h) Asset Management Plan: Mayor Nash forwarded a video from Tract Consulting to the other Councillors for review prior to the next meeting. It was noted that PMA provided the Town Clerk with the names of two other

companies who do similar work, noting that Tract is the consultant for one of these firms. The Town Clerk will solicit three quotes for the next meeting.

PRIVILEGED

Council entered into a privileged meeting at 8:44 p.m.

Council returned to the regular meeting at 8:57 p.m.

ROUND TABLE

a) Town Slogan: Councillor Power suggested that the Town consider adopting the slogan “birth place of the Newfoundland flag” in recognition that Christopher Pratt designed the flag at his home here in the community. He also suggested that Council consider developing a new town entrance with a new sign with the slogan, flag pole, stonework, and flower garden. Mayor Nash will look into funding options for this type of project. Councillor Power also advised of suggestions of renaming the school. It was agreed that this is outside of Council’s scope.

b) Parking Lot Development: Deputy Mayor McDonald questioned when the parking lot extension will be paved. The Town Clerk was directed to reach out to the Gas Tax Secretariat to see if this would be covered under gas tax, and to solicit three quotes for the work.

NEXT MEETING

The next meeting will be held on Monday, July 11th at 7:00 p.m. at the Town Hall.

ADJOURNMENT

Motion #2022-06-13-330: Kevin McDonald; Brenda Young

This meeting is adjourned.

All in favor; none opposed

Motion Carried

The meeting adjourned at 9:00 p.m.