

Council Meeting Minutes
Tuesday, May 14, 2024
Town Hall

IN ATTENDANCE

Elaine Nash, Kevin McDonald, Doug Dean, Roy Lewis, Ian Goudie, F. David Power

REGRETS

Brenda Young

GUEST

Eugene McDonald

MEETING CHAIR

Elaine Nash

1. CALL TO ORDER

Meeting was called to order at 7:04.

Update on Spiritual Centre Project – Eugene McDonald

Eugene thanked Council for its phenomenal support for the project. He is confident that everyone will be happy with it.

Final steps to completion include installing ceiling tiles, painting beams, delivery and installation of 42" door (for casket) and window; also, installation of pocket door into Spiritual Room (the door is onsite getting stained). Carpet is on order and expected in approximately 2 weeks from now. Eugene noted that lights in the Spiritual Centre are on dimmers and that any old floor tile remaining will be cleaned and rewaxed. He also noted that 2-3 electricians volunteered their time on this project.

Expenses total approximately \$3168.66 plus about \$1,800 for ceiling tiles, kitchen supplies plus a new toilet. Eugene noted that a total of \$5,405 was raised in 7 weeks.

The committee paid \$3,168.66 to Mount Carmel Building Supplies for items they purchased to date. With respect to expenses for the Town, charges outstanding with Mount Carmel Building Supplies are approximately \$3,625. They will give 20% discount. Additional remaining expenses include:

- carpet \$4012, door \$850, window \$350,
- panic hardware for doors \$350 (a requirement)

Eugene estimated that the total cost to Town will be a little over \$8,000.

Religious Articles in Spiritual Centre

Eugene asked Council whether there were any restrictions on religious articles that can go in Spiritual Centre e.g. Stations of the Cross, etc. He acknowledged that the original intent was for the Centre to be non-denominational. Articles would be covered for non-denominational events.

The following points were raised:

- Dave Power suggested that it is up to Council to decide how to proceed and operationalize religious articles in the Spiritual Centre.
- Spiritual Centre was to have multiple uses, i.e. all faiths.
- It was suggested that a proposal be presented to Council as the best way to address.
- Dave wondered if Council should propose question to the community.
- Roy pointed out we voted to make the space a non-denominational centre.
- It should remain without icons and so that anyone could set up according to the religion of the participants.
- Ian said that in order to be perceived as non-denominational, the space should not have religious articles.

Motion #2024-05-14-565: Ian Goudie; Roy Lewis

That the Spiritual Centre is set up so that it does not reflect any religious affiliation.

All in favour; none opposed

Motion Carried

Motion #2024-05-14-566: F. David Power; Kevin McDonald

Amendment to previous motion to cancel the motion so that we have more time to reflect and look for more information.

All in favour; none opposed

Motion Carried

2. ADOPTION OF AGENDA

Motion #2024-05-14-567: Ian Goudie; Doug Dean.

To adopt the agenda for May 14, 2024.

All in favour; none opposed

Motion Carried

3. ADOPTION OF MINUTES

Motion #2024-05-14-568: Kevin McDonald; Doug Dean.

Adopt the minutes of the April 8, 2024 meeting.

All in favour; none opposed

Motion Carried

Motion #2024-05-14-569: F. David Power; Kevin McDonald

Adopt the minutes of the April 18, 2024 meeting.

All in favour; none opposed

Motion Carried

4. FINANCE

a) Monthly Financial Report

April Financial Report not ready yet due to staff changeover.

5. NEW BUSINESS

a) Reports:

a. Policy and Procedure Committee

Nothing to report for Policy and Procedures Committee

b. Infrastructure Committee

i) Septic System Replacement

Roy provided an update that there is only one option which is approved by Service NL.

Motion #2024-05-14-570; Roy Lewis; Kevin McDonald

Motion that we proceed with the new system on the basis that the engineering proposal from EnviroSeptic has been submitted and approved by Service NL.

All in favour; none opposed

Motion Carried

Elaine added that part of the cost will come from the Gas Tax. Towns with financial difficulties are permitted to utilize Gas Tax to help cover exceptional expenses.

ii) Letter from David Butland dated April 18, 2024 (hand-delivered to the Office on April 22, 2024)

iii) Follow-up Letter from David Butland dated May 7, 2024 (emailed to the Office on May 10, 2024)

Council requested that the Clerk draft a letter and circulate for Council for approval. The letter should advise that Council approved the plan to move forward and that the project will start in the near future. All upgrade options have been reviewed and Service NL has approved the design from EnviroSepticNL. Budget is allocated. Neighbouring residents will be notified prior to commencement of the work.

c. Recreation Trails Committee

i) Meeting Minutes: Copies of minutes from their monthly meeting for April 2nd were provided to the Office and forwarded on to Councillors for review. Should they have any questions or concerns they can ask the Office to forward their concern on their behalf.

ii) Mills & Wright Contract

1. Review of Progress Report No. 3 and approval of invoice.

Motion #2024-05-14-571: Kevin McDonald; Doug Dean
That the Council for the Town accepts the recommendations of the Recreation Trails Committee to approve Mills & Wright Project Report No. 3 and pay the invoice totalling \$4,720.00 (plus HST).
All in favour; none opposed Motion Carried

2. Review of Progress Report No. 4 and approval of invoice

Motion #2024-05-14-572: Kevin McDonald; Dave Power
That the Council for the Town accepts the recommendations of the Recreation Trails Committee to approve Mills & Wright Project Report #4 and pay the invoice totalling \$3,755.00 (plus HST).
All in favour; none opposed Motion Carried

3. Extension of Contract to June 30, 2024

Motion #2024-05-14-573: Kevin McDonald; F. David Power
To extend the contract with Mills & Wright from April 30 to June 30, 2024.
All in favour; none opposed Motion Carried

Motion #2024-05-14-574: Roy Lewis; Doug Dean
Amendment to Motion #2024-05-14-573 that the contract extension will be at no additional cost to the Town.
All in favour; none opposed Motion Carried

4. Information about Future Adjacent East Coast Trail Trailhead

Council discussed the new information about East Coast Trail discovered by Mills & Wright. No action required at this time.

iii. Hurley's Bridge, Historic Structure Designation

The Clerk provided an overview and a discussion ensued.
Hurley's Bridge is at the trailhead of the Salmonier River Valley Trail project on NCC land. Although access is possible from McDonald Drive, it is about a kilometre walk from the parking area to the trail head. Hurley's Bridge is adjacent to the trail head and a natural access route from Route 90. Furthermore, Hurley's Bridge is almost 100 years old and is a cultural icon in the community. These facts bring to light the importance of trying to preserve this structure for practical and heritage purposes. The Bridge is currently is a

state of disrepair and needs to be assessed in terms of viability for repairing it to a status where it can be approved for use as a footpath.

Motion #2024-05-14-575: Ian Goudie; Kevin McDonald

That given that Hurley's Bridge has been a cultural centre point in the community for almost 100 years and given that it is in a state of disrepair, it is moved that the Recreation Trails Committee conduct research, make enquiries about the current state of the bridge and how to go about applying for official recognition of Hurley's Bridge as a heritage structure for the purpose of preserving it for purpose of future development.

All in favour; none opposed

Motion Carried

Motion #2024-05-14-576: Roy Lewis; Dave Power

Amendment to Motion #2024-05-14-575 to change wording from specific to general i.e. to for purpose of future development.

That given that Hurley's Bridge has been a cultural centre point in the community for almost 100 years and given that it is in a state of disrepair, it is moved that the Recreation Trails Committee conduct research for the purposes of future development.

All in favour; none opposed

Motion Carried

d. Town Office – Office Assistance

Motion #2024-05-14-577: Ian Goudie; F. David Power

Given that the administrative work in the Town Office is backlogged due to the absence of the Town Clerk for a period of time, Council approves the hire of Robyn Hickey in her role of administrative assistant on an as needed basis at a rate of \$15.60 per hour. An update on the status of the backlog will be reviewed with Council in three months.

All in favour; none opposed

Motion Carried

Motion #2024-05-14-578: Kevin McDonald; Roy Lewis

Given that the Town wishes advance technology to include web-based fillable forms, redactable capability for sensitive information and the ability to streamline Council document packages, be it moved that the Council of the Town of Mount Carmel-Mitchell's Brook-St. Catherine's accepts the recommendation of the Town Clerk to purchase the Adobe Acrobat Pro Software. The current cost is approximately \$500 per year.

All in favour; none opposed

Motion Carried

e. Fire Department Report

The Clerk read out the fire department report:

- Some maintenance was completed on the fire pumps, oil changes and spark plugs.
- HiTech Communications installed a pager system, two pagers and the antenna have been programmed and tested. The system has great range and the fire department are quite pleased.
- Due to mechanical issues on Unit 2 (2019 F550) a service check is scheduled at Cabot Ford on May 23rd. On May 22nd, all necessary equipment will be removed from the truck. Eddie Pike has offered up his enclosed trailer to temporarily store all the equipment there.
- A deep cycle battery for the pager system was purchased and installed. This keeps the system running in the event of power outages.
- Unit 1 (1993 F600) still requires DOT inspection. Hopefully now that the weather is improving, this can be scheduled.
- The application for Not-For-Profit moose licence was submitted. Fundraising ideas for the meat are being discussed in the event the application is successful.

f. Town Clerk Report

The Town Clerk reviewed numerous items with Council:

- A resident who is in arrears has submitted cheques; however overdue amounts remain on the account.
- Fire Department (3 expenses): Annual Subscription for Who's Responding App plus hardware fee, total \$1,265; Pager system battery backup – reimburse Brandon Dean; Spark Plug. FF expense or Town?
- RCMP – email about body cameras (“soon”), an FYI
- Town Hall Checklist – will be updated
- Book Canada Day Entertainment – Elaine to look into
- Wreath Order, email from Sherry Gambin-Walsh's office wondering if we need one. No.
- Ice Control Materials (circulated email May 13), deadline June 30, 2024. Check with Leo.
- Printout from Brenda Young re Narcan Training - Brenda to organize.
- Municipal Approvals re replace a pole (email). Approved
- Hazardous Waste Day – check ESRB
- Canada's Volunteer Awards, Deadline June 12, 2024; MAA, 2024 Clar Simmons Scholarship; Municipal Awareness Week

d) Funding Opportunities

- i. Age Friendly Newfoundland and Labrador Communities Program

Elaine will solicit ideas from Council members and the community. The deadline for applications is May 27, 2024.

- ii. Tract Consulting – Funding towards Asset Management Plan for Town

Council is unable to engage a consulting firm to complete its application without going through a request for proposal process. Council will revisit the subject of developing an Asset Management Plan at a later date due to other priorities at this time.

e) Crown Lands Referral

- i. Craig McDonald, St. Catherine’s

No action required as the deadline for response to Crown Lands has passed. Given that Crown Lands expect a three-week turnaround from date of notice, Council requested that future requests are circulated to members immediately upon receipt.

f) Application for Gas Tax

Elaine noted that this is related to the Septic Issue and an application has to be completed.

6. ROUND TABLE:

Roy noted that the stairs to the ground floor in the Town Hall require a handrail.

Motion #2024-05-14-582; Roy Lewis; Ian Goudie

To install a handrail on the stairs to the ground floor.

All in favour; none opposed

Motion Carried

- 7. **NEXT MEETING:** The next meeting would normally be Monday, June 10, 2024, however due to the returning from holiday that day, it was suggested that an alternate date of Wednesday June 12th be set and posted on the website and Facebook at least 48 hours before the meeting as outlined in the Rules of Order.

8. ADJOURNMENT:

Motion #2024-05-14-583: F. David Power, Kevin McDonald

The meeting be adjourned at 9:45 PM
All in favour; none opposed

Motion Carried