

Council Meeting Minutes
Wednesday, August 14, 2024
Town Hall

IN ATTENDANCE

- Elaine Nash, Brenda Young, Ian Goudie, Doug Dean, F. David Power

REGRETS

- Roy Lewis
- Kevin McDonald

GUESTS

None

MEETING CHAIR

Elaine Nash

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

2. ADOPTION OF AGENDA

Motion #2024-08-14-601: F. David Power, Ian Goudie

To adopt the agenda for August 14, 2024.

All in favour; none opposed

Motion Carried

3. ADOPTION OF MINUTES

Motion #2024-08-14-602: Ian Goudie, F. David Power

To adopt the minutes of July 10, 2024.

All in favour; none opposed

Motion Carried

4. Financial Report

The Mayor reviewed highlights of the financial report for July 31, 2024.

Motion #2024-08-14-603: F. David Power, Ian Goudie.

Adopt the financial report for the month ending July 31, 2024 with updates as follows: redact personal information related to payroll and change date from June 30 to July 31.

All in favour; none opposed

Motion Carried.

The Town Clerk updated Council on the accounts receivable status of a local business which still owes for 2022 and 2023. Council requested that the Town Clerk circulate a draft letter to them requiring that 2023 taxes be settled by the next Council meeting on September 11, 2024.

5. New Business

a) Reports

a. Policy and Procedures Committee

No updates at this time. Council agreed to solicit ideas for bi-laws during the public forum on September 9th.

b. Infrastructure Committee

i. Update on Septic System Replacement

Elaine Nash provided an update on the septic upgrade. Leo Squires is scheduled to prepare the site during the week of August 26.

Council requested that the Town Clerk issue a call for bids – for labour only - to build a retaining wall for Enviro-Septic's new septic system of retaining wall. A copy of the drawings will be available from the Office upon request.

c. Recreation Trails Committee

i. Mills & Wright, approval of Final Progress Report and Invoice

Motion #2024-08-14-604: Brenda Young; Doug Dean

That Council approves Mills & Wright Report No. 7 and payment of the final invoice totalling \$218.50 (HST included).

All in favour; none opposed

Motion Carried.

ii. Update on Meeting with East Coast Trail and NCC, August 6th

The Clerk reviewed notes from a recent meeting with the East Coast Trail (ECT) and NCC (attached).

Over the next six months, ECT will finalize the trail route from Cappahayden to Placentia and research land ownership where necessary. Any information related to ownership of land in the meadow area of McDonald Drive will be shared with the Town. ECT plan to work with traditional users of the quad trail so that both groups have appropriate access either in a shared or separate path. It was also agreed to collaborate in the future.

d. Fire Department Report

Doug Dean delivered the fire department report.

i. Reservoirs were inspected and noted that brush cutting and cleaning is needed at both Parrots and Bennetts.

ii. There is an increase in calls for assistance with the ambulance. The dispatch app is working great.

iii. Two members went to Riverhead for training on the portable radios from Fire and Emergency Services. A base radio needs to be installed into Unit 2.

- iv. Currently making arrangements for training for new members Mark Linehan and Gerard Meaney.

Doug noted that the Fire Chief dug out the water reservoirs which are for fire protection. The reservoir(s) is currently open and need a cover for safety purposes.

Motion #2024-08-14-605: Doug Dean, F. David Power.

That Fire Department personnel will clean and trim the Parrot/Bennett water reservoir on Nine Mile Road and construct a cover to install over it. Quotes and cost to follow.

All in favour; none opposed

Motion Carried.

e. Town Clerk Report

- i. Doctor's notes for a staff member are on file covering up to September 15, 2024.
- ii. Over the past month, the auditor was in the office for two full days. The audit is now complete and an audit report is being drafted. Council requested that the Clerk schedule the accounting firm to present their findings during Council's October meeting.
- iii. An HST rebate application has been submitted for balance of 2022 (\$1,522.23) and 2023 (8,176.22) for a total rebate of \$9,698.45.
- iv. The following permits were issued: Terry Nolan, 590 Main Road North and Rick Gillett, 156 Main Road North – both replace/repair deck and replace/add window.
- v. CelebrateNL – A cheque for return of the \$1,000 grant is ready for signing.
- vi. Health Services have reserved the Town Hall for two Vaccine Clinics on Thursday, October 24th and Thursday, November 21st.
- vii. Brush cutting required on Walsh's Hill and Garden Road – The Clerk will issue a request for quotes however, first we need to determine the right -of-way distance on each side of the road.
- viii. Trails re brush on McDonald Drive – no action possible on this as of yet.
- ix. The Clerk suggested that a consistent approach be developed with respect to graphic design for signage (door decals for the Richard Fowler Spiritual Centre and Library), welcome sign to the Town, Town Hall sign on road by our driveway, office letterhead, newsletters etc. Design services will be included in the budget for 2025 and suggestions will be sought during the public forum on September 9th.

- x. How to boost WiFi on Ground Floor – Clerk to contact Eastlink to enquire about boosting signal or moving equipment to ground floor to improve coverage throughout the building.
- xi. Old office chairs – to be disposed at the next bulk garbage day.
- xii. Outdated fire extinguishers can be returned to Martin's Safety.
- xiii. The Clerk has provided information to the Maintenance Worker about online courses available through WorkplaceNL and will follow-up with her.
- xiv. Katelynn Noble – this is her 2nd year doing pony rides at St. Joseph's' Day. We should keep this in mind for any upcoming events.
- xv. Municipal and Provincial Affairs – Fall 2024 – In Person and Virtual Training. Council members were provided with a schedule for this Fall for Budget related training. The Mayor and the Clerk will attend the virtual session on Wednesday, September 18th.
- xvi. Rural Outreach Student Program – Through the MUN School of Engineering to provide rural outreach services such as web page development and 3D mapping. The Clerk will request a consultation for the Town.

b) Report on Water Leak at Town Hall, July 28, 2024

The Clerk reviewed the report on the water leak at Town Hall that occurred on July 28, 2024.

Council approved that the Clerk can identify a general repair person who will assist with small repair jobs for the Town and also assess a situation and either fix or recommend an appropriate course of action.

It was also agreed that the Clerk will develop a list of tradespeople in the community i.e. plumber, electrician, carpenter that may be available in the event of an emergency repair need and also from whom the Town could obtain quotes for work as may be required in the future.

Motion #2024-08-14-606: F. David Power; Doug Dean

To reimburse the Clerk the amount of \$80 which was paid in cash to John Pike for emergency services to assess (July 28) and repair (July 29) leak.

All in favour; none opposed

Motion Carried.

Motion #2024-08-14-607: Ian Goudie; Brenda Young

To purchase a carpet cleaner (\$175.00 plus tax).

All in favour; none opposed

Motion Carried.

Motion #2024-08-14-608: F. David Power; Ian Goudie

To pay Eugene McDonald \$60.00 for two hours of services related to replacing battery in the smoke detector and remediating a water issue in two washrooms and kitchen on the ground floor.

All in favour; none opposed

Motion Carried.

a. List of Outstanding Repairs

The Clerk reviewed the list of outstanding repairs to which fixing the lock at the top of the stairs was added.

Motion #2024-08-14-609: Brenda Young; F. David Power

To proceed with having repairs completed as shown on the list dated August 8th with the addition of installing a lock at the top of the stairs.

All in favour; none opposed

Motion Carried.

b. Mr. Rooter – Renewal of Water Filtration Services

The Clerk reviewed three bids (\$3,852.50; \$2,967.00 and \$1,443.23) for annual water filtration services

Motion #2024-08-14-610: Brenda Young; Doug Dean

That the Clerk award the annual water filtration service to the lowest bidder, Mr. Rooter, at an annual cost of \$1,443.23.

All in favour; none opposed

Motion Carried.

c. LW Consulting – Invoice for Professional Services re: Residential Assessment Appeal

The Mayor noted that the Town is legislatively required to pay for this service.

Motion #2024-08-14-611: F. David Power; Ian Goudie

To pay LW Consulting's invoice totalling \$287.50 for professional services related to a Residential Assessment Appeal.

All in favour; none opposed

Motion Carried.

c) Farmer's Market – Next Steps

Feedback on the concept of a Community Market to sell vegetables etc., will be raised at the public forum on September 9th.

d) MNL – Conference and AGM 2024, November 7-9, 2024, Gander, NL

Based on availability it was agreed that the Clerk and the Mayor would attend this conference. The Clerk will look after registration as soon as possible.

e) Tabling of MAA Board of Directors Update

An Update on the new Board of Directors for MAA was tabled for Council's information, as requested by MAA.

f) Development Applications – Holden Ventures Inc.

Council reviewed the documentation provided by Holden Ventures Inc. and noted that Highway Access Permit from the provincial government in 2022 noted the intention to develop a 16-lot cottage development. No information on this development was provided in the application package. Therefore, Council denies the application due to incomplete information and will only reconsider the application when complete documentation has been provided.

Council requested that the Clerk circulate a draft letter from the Mayor to Holden Ventures Inc.

g) Funding Programs

a. Canada Public Transit Fund – not applicable for this town.

b. Green and Inclusive Community Buildings Program - not applicable at this time.

6. Communications (See Draft Plan)

Council agreed to include suggestions for communication methods on the agenda for the public forum on September 9th.

7. Round Table

The following topics were brought forward:

a. Request to remove Crown Land Overlay from Municipal Boundaries

A draft backgrounder was circulated for Council review outlining why the Town has asked that the provincial cottage planning overlay be removed from within the outer Town boundary as any development could compromise the integrity of water for the long-term future use as a Town water supply.

The draft was approved and it was agreed to add an additional quote from the Town plan and forward the information to the MHA who requested clarification.

b. Resignation of Councillor.

F. David Power tendered his resignation effective August 31, 2024 as he will move to another province in September. Council accepted the resignation and thanked the councillor for his services to date. The Clerk will circulate bi-election information at the next Council Meeting.

8. Next Meeting(s) –

Public Forum and Q&A Session: Monday, September 9, 2024, 7:00 p.m.

Regular Council Meeting, Wednesday, September 11, 2024, 7:00 pm.

9. Adjournment

Motion #2024-08-14-612: F. David Power; Doug Dean

To adjourn the meeting at 9:48 p.m.

All in favour; none opposed

Motion Carried