

Council Meeting Minutes
February 12, 2024
Town Hall

IN ATTENDANCE

Elaine Nash, Kevin McDonald, Brenda Young, Doug Dean, F. David Power, Roy Lewis, and Stacey Dean

REGRETS

Ian Goudie

MEETING CHAIR

Elaine Nash

CALL TO ORDER

Meeting called to order at 7:06 p.m.

ADOPTION OF AGENDA

Motion # 2024-02-12-533: F. David Power; Doug Dean

Adopt the agenda for February 12, 2024, with the addition of NCC Contract, Development Application, Councillor Goudie Leave of Absence, Narcan Training, and Connie's Corner.

All in favor; none opposed

Motion Carried

ADOPTION OF MINUTES

Motion # 2024-02-12-534: Roy Lewis; Doug Dean

Adopt the minutes of the January 15, 2024 meeting.

All in favor; none opposed

Motion Carried

FINANCES

a) Monthly Financial Report: The Town Clerk presented the financial report for January 2024.

Mayor Nash requested that the Town Clerk review the Garden account to ensure proper transfers have been made from the previous year.

Motion # 2024-02-12-535: Brenda Young; Kevin McDonald

Adopt the financial report for the month ending January 31, 2024.

All in favor; none opposed

Motion Carried

NEW BUSINESS

a) Reports:

1) Policy and Procedure Committee: Mayor Nash presented the draft Rules of Procedure. Several changes were suggested, including adding "Garden Committee" and "Public Relations" under the reporting section of the agenda template, adding procedures for remote meetings in the event of a future lockdown

situation, and replacing “Mayor” with “Chair” under the disclosure section. Mayor Nash will make the changes and the Town Clerk will review the document for typos and formatting.

Motion # 2024-02-12-536: Roy Lewis; F. David Power
Adopt the Rules of Procedure with the specified changes.
All in favor; none opposed

Motion Carried

Council reviewed the Land Claim Recognition and Reconciliation statement presented by Mayor Nash and decided to revisit this at a later date.

2) Infrastructure Committee: Councillor Lewis had no new information to provide regarding the septic replacement project as he is awaiting a response from Enviro Septic. The Town Clerk asked Council when the gas tax application can be submitted for the project. Council advised to go ahead and submit the application using the cost estimate that Councillor Lewis has previously provided.

3) Recreation Trails Committee: The Town Clerk advised that the Recreation NL membership has been renewed for 2024.
The Trail Committee Chair proposed a wording update to the “purpose” section of the Terms of Reference to read “Research and plan recreational/environmental/historical destination trail systems.” In addition, she advised that where “Mount Carmel” is stated, should read “Mount Carmel-Mitchell’s Brook-St. Catherine’s”. There was a discussion as to whether the term “destination trails” was warranted. It was advised that the proposed change was necessary to make the purpose more generic in nature but that the buzz word “destination” could be left out.

Motion # 2024-02-12-537: Brenda Young; Kevin McDonald
Update the Terms of Reference as proposed by the Chair, without the term “destination”.
All in favor; none opposed

Motion Carried

Council discussed the recent public engagement session, noting the great turnout and positive participation.

Council reviewed the Mills and Wright Monthly Progress Report #1.

Motion # 2024-02-12-538: Kevin McDonald; Brenda Young
Release payment of \$3485 to Mills and Wright for December/January progress report.
All in favor; none opposed

Motion Carried

Mayor Nash will contact Mills and Wright to get a formal invoice for payment.
Council reviewed the partnership agreement with NCC.

Motion # 2024-02-12-539: Roy Lewis; Kevin McDonald
Approve the Partnership Agreement between the Town and the NCC.
All in favor; none opposed

Motion Carried

4) Fire Department Report: The Fire Department did not have a formal report. However, Council took the time to discuss a recent ambulance request for assistance which 4 members responded to. Councillor Young reported that the feedback from her colleagues was very positive, and they were thankful for the Fire Department's contributions on the scene. Councillor Young commended the Fire Department for their speedy and professional response to the serious incident, noting that a medical emergency is not the type of call these volunteers would expect to receive. Councillor Young reminded Council that the members have the right to refuse, but their response was appreciated. It was suggested that the Town Clerk look into getting the extended First Aid training for the Fire Department this year when they are due for recertification. With the pending changes to ambulance services, it is anticipated that their assistance may be required for future medical emergencies.

Councillor Dean also reported that the Department used the new low-level strainer at the most recent practice and noted that the equipment works effectively.

5) Town Clerk Report: St. Catherine's Academy sent Council a card thanking them for the generous donation to the after-school art program.

The new visa/debit machine is now in service.

The Town Clerk advised that the Auditor made contact to begin the audit process. There will be some items to complete in the coming weeks in preparation for the audit.

b) Maintenance Worker: Council reviewed the updated Maintenance Worker job ad. It was noted that 10 hours per week is not enough time for the amount of work required. The updated job ad reflects a minimum of 20 hours per week.

Motion # 2024-02-12-540: Brenda Young; Kevin McDonald

Approve the updated Maintenance Worker job ad.

All in favor; none opposed

Motion Carried

c) Business Tax 2024: Council reviewed the business tax structure for 2024, noting that it is the same as last year.

Motion # 2024-02-12-541: Kevin McDonald; Brenda Young

Approve the Business Tax structure for 2024.

All in favor; none opposed

Motion Carried

d) Tax Structure 2024: Council reviewed the tax structure for 2024, noting that it is the same as last year.

Motion # 2024-02-12-542: Roy Lewis; Doug Dean

Approve the Tax Structure for 2024.

All in favor; none opposed

Motion Carried

e) Town Plan Registration: Council has received notification from the Department of Municipal and Provincial Affairs that the Municipal Plan and Development Regulations 2022-2032, as adopted by Council on December 12, 2022, have now been registered. Council must publish a notice in the Newfoundland and Labrador Gazette within 10 days of the notice letter, which will be taken care of by the Consultant. The Town Plan officially comes into effect on the date that the notice appears in the Gazette.

f) Winter Warm-Up March 10th: As previously discussed, the Town will be sponsoring a luncheon on Sunday, March 10th as a way for residents to get out and enjoy a warm meal together. It was suggested that the Town should organize volunteers to provide transportation to make it easier for those without vehicles to participate in the event.

g) Sewing Group Funding: Mayor Nash advised that the sewing group has evolved into a social group in the Town, providing a place for people to come together for crafts, a game of cards, or just a chat and a cup of tea. The group is seeking funding opportunities to participate in the quilts of valor project, but it has been difficult to seek funding as they are not an incorporated organization. Mayor Nash asked if Council would be willing to apply for grants on behalf of the group to enable them to participate in the project, seeing as how it has become an unofficial community recreational group. Council agreed that they would be willing to assist the group in applying for funding.

h) Development Application: Council reviewed a development application from Noel Power for a storage garage. Council advised that they require a permit for driveway access, a permit from Water Resources, and a drawing to indicate what it is he intends to build. Council also advised the Clerk to stipulate that a storage garage would not contain running water or bathrooms.

i) Councillor Goudie Leave of Absence: Councillor Goudie provided a written request to Council for a leave of absence from the February, March, and April meetings.

Motion # 2024-02-12-543: Roy Lewis; Brenda Young
Approve extended leave of absence for Councillor Goudie.
All in favor; none opposed

Motion Carried

Councillor Goudie also requested a not-for-profit business tax exemption for the Tree of Life. He provided his not-for-profit paperwork to the office.

Motion # 2024-02-12-544: Roy Lewis; Brenda Young
Adjust business tax for the Tree of Life to the minimum business tax based on not-for-profit status.
All in favor; none opposed

Motion Carried

j) Narcan Training: Councillor Young advised Council that she recently had the experience of administering Narcan to an individual for the first time, and she strongly recommended that everyone complete the free training online through St. John Ambulance. They also provide a free naloxone kit upon completion of the training. Councillor Young will send the training information to the Town Clerk who was advised to pass it on to the Fire Department, as well. It was suggested that Council could complete the online training together at the Town Hall. The Town Clerk will look into possible dates. Councillor Lewis suggested that Council should share that they have completed the training once completed. It was agreed that Council should put more effort into public relations to advise the public on all the positive things that have been happening.

k) Connie's Corner: Councillor Power approached the Hickey family with the concept of "Connie's Corner" and reported that the family thought it was a wonderful idea. Connie's family would like to provide two picnic tables

and a garbage receptacle for the area. Council will arrange to get the area set-up and will take of the maintenance/up-keep. Council also agreed to purchase the signage, which Councillor Power will source.

I) Wake Room: Council further discussed the wake room project in light of the fact that two residents from the town passed away the weekend prior. It was agreed that Council needs to get a start on the project. It was also noted that Building Supplies had agreed to contribute supplies. Councillor Lewis volunteered to measure up the space as a starting point.

ROUND TABLE

No further discussions.

NEXT MEETING

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

ADJOURNMENT

Motion # 2024-02-12-544: Kevin McDonald; Doug Dean

The meeting is adjourned.

All in favor; none opposed

Motion Carried

The meeting adjourned at 9:39 p.m.