

**Town Council Meeting
Town Hall – 7:00 p.m.
February 12, 2025
MINUTES**

IN ATTENDANCE

Elaine Nash, Brenda Young, Kevin McDonald, Roy Lewis, Doug Dean, Nina Goudie

REGRETS

Ian Goudie

GUEST

David Butland

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Adoption of Agenda

Motion #2025-02-12-674: Doug Dean; Kevin McDonald.

Motion to adopt the agenda.

All in favour; none opposed.

Motion Carried.

3. Adoption of Minutes

a) January 15, 2025

Motion #2025-02-12-675: Kevin McDonald; Roy Lewis.

Motion to adopt the Minutes for January 15, 2025.

All in favour; none opposed.

Motion Carried.

4. Finance

a) Financial Report – January 2025

Motion #2025-02-12-676: Roy Lewis; Doug Dean.

Motion to adopt the Financial Report for January 2025.

All in favour; none opposed.

Motion Carried.

5. New Business

a) Reports

a. Infrastructure Committee

i. Update on Water drains installed

As agreed at the January meeting, water drains were installed in the parking lot on January 20 and 21st. By all accounts they are working as there have been no reports of ice buildup.

b. Policy and Procedures Committee

i. Council Meeting Dates for 2025

A list of Council Meeting dates for 2025 were distributed.

Motion #2025-02-12-677: Kevin McDonald; Roy Lewis.

Motion to adopt the Council Meeting Dates for 2025.

All in favour; none opposed.

Motion Carried.

The dates will be posted on Facebook and on bulletin boards in the Town Hall.

ii. Disclosure Statements

Councillors are in receipt of Disclosure Statement Forms and will submit them to the Clerk by the end of this week.

iii. By-laws – Priority Items

Councillor Lewis distributed a sample list of by-laws. The Policy and Procedures Committee will review in the coming weeks and provide an update at the March meeting.

iv. Strategic Plan

It was agreed that a special meeting was required to develop a Strategic Plan. The date identified was Monday, February 24, 2025 at 7:00 p.m.

c. Recreation Trails Committee

i. Update on Environmental Assessment

The Clerk circulated a letter from the Department of Environment and Climate Change confirming that an Environmental Assessment for the Salmonier River Valley Trail project is NOT required, thus passing the project to move to the next step. The Chair of the Trails Committee is now seeking input from Fisheries & Oceans Branch of the Federal Government.

ii. Update on Incorporation

The Committee is now incorporated at Salmonier Trails Inc. As its own not-for-profit entity, the committee will qualify for a wider range of funding opportunities including applying for a lottery license.

lii Log Drive – Lottery License

Council discussed moving forward with the log drive fundraiser for the May 24th weekend and suggested that the Committee post a placeholder notice for that weekend while the lottery license application is being processed. The Clerk will follow-up with the Chair of the Trails Committee.

d. Fire Department Report

i. Garage Door

The Clerk spoke with the Fire Chief regarding concerns expressed at last month's meeting about the operability of the garage door at the Fire Hall. The door raises up and down okay, however, the concrete floor is not level which can put the door out of alignment. A piece of wood is currently used on one side to hold the door at its level spot when closed. As there is a difference of opinion as to whether or not this is a priority issue for repair, the Clerk suggested that the fire department discuss with the group and reach a consensus whether the floor needs to be repaired. If so, quotes will be obtained to proceed. Council asked the Chief to advise them of their decision.

ii. Regional Firefighting Training

Regional firefighting training is scheduled to occur over two (2) weekends – March 1-2 and April 26-27. However, the instructor just informed us that he is no longer available. The Clerk will follow-up on alternate dates.

e. Town Clerk Report

i. Office Printer/Copier

The quotes from Pinnacle Office Equipment (Xerox) and Reprographics (Toshiba) were within about \$50 of each other. Therefore, the functionality of both was reviewed. The Xerox has a 7" console versus 2.5" on the Toshiba. The current printer has a 2.5" console which has proven difficult to use. The Xerox console is more modern with a large screen and large icons for use and troubleshooting. The large screen also better accommodates vision-impaired use.

The purchase option saves only about \$200 over the period and means we must pay out over \$2,000 now which was not budgeted. Whereas the cost

to lease (including the cost per copy charges) will pretty well equal our toner cartridge expenditures for the year. Therefore, technically, there is no extra cost per year for the new machine.

With the speed of technology changes, a 3-year lease is the better option rather than commit to 5 years and possibly end up with an outdated device in years 4 and 5.

All bidders are local. Service calls, including mileage to come to Mount Carmel to service the machine, is included.

Based on the above information the Clerk recommended that the Town enter into a 3-year lease agreement with Pinnacle Office Equipment for the Xerox C415 at a cost of:

Motion #2025-02-12-678: Kevin McDonald; Brenda Young.

Motion that the Town enter into a 3-year lease agreement with Pinnacle Office Equipment for the Xerox C415 at a cost of:

- Lease per month: \$67.18
- Cost per copy (colour), billed monthly: \$0.095
- Cost per copy (B/W), billed monthly: \$.020

All in favour; none opposed.

Motion Carried.

ii. Audit Services

For continuity and in consideration of staff changes and ongoing accounting backlog request approval to continue with Byron Smith for the fiscal year 2024. Audit services will be publicly tendered for subsequent fiscal years 2025 and 2026.

Council discussed and remembered that there was a contract in place for the coming year. The Clerk will follow-up to confirm. In the meantime, a motion was passed.

Motion #2025-02-12-679: Kevin McDonald; Doug Dean

Motion to approve to contract with Byron Smith Accounting Services to complete an audit for the 2024 fiscal year.

All in favour; none opposed.

Motion Carried.

iii. PMA Conference, April 8-10, 2025

Motion #2025-02-12-680: Kevin McDonald; Roy Lewis.

Motion to register three (3) seats in the PMA Conference at the Holiday Inn, St. John's, for April 8-10, 2025

All in favour; none opposed.

Motion Carried.

iv. Records Review

A list of Office records from 2006 to 2016 were reviewed at the January meeting. These lists only contain those records that are permitted to be destroyed as laid out in the Records and Information Management Policy. Councillors were asked to notify the Clerk should they identify any files they would like kept longer. Any such files have been pulled and filed with the permanent records.

Motion #2025-02-12-681: Kevin McDonald; Doug Dean

Motion to approve the destruction of eleven (11) boxes of records as distributed.

All in favour; none opposed.

Motion Carried.

v. Office

Office Staff Review - Council revisited the Office Review which was deferred at the last meeting. The following motions were passed:

Motion #2025-02-12-682: Kevin McDonald; Doug Dean

Motion to change the title of Town Clerk to Chief Administrative Officer/Town Clerk, change the title of Assistant Town Clerk to Office Assistant to the Town Clerk and add a part-time position of Accounting Clerk/Recreation Coordinator.

All in favour; none opposed.

Motion Carried.

Motion #2025-02-12-683: Roy Lewis; Brenda Young

Motion to update hourly wages, effective this current pay period onward. as follows:

All in favour; none opposed.

Motion Carried.

vi. Hardship Case

The Clerk presented a hardship application from a resident for relief from their property taxes.

Motion #2025-02-12-684: Kevin McDonald; Roy Lewis

Motion to approve the write-off of poll tax fees for 2021 and 2022 due to death of the resident.

All in favour; none opposed.

Motion Carried.

Motion #2025-02-12-685: Doug Dean; Brenda Young

Motion to approve the reduction of property tax fees for 2023 and 2024 to \$300 due to hardship of surviving spouse.

All in favour; none opposed.

Motion Carried.

vii. Combining Properties for Property Tax Purposes

The Clerk presented a case where a resident made an application to join two adjoining properties for property tax purposes as the adjoining land is theirs and the structure on that land is not occupied.

Council deferred making a decision on this case and asked the Clerk to speak with the resident to find out the status of the structure. If it is inhabitable, it could be a safety issue and therefore, they must take steps to remove it. Furthermore, Council wishes to ensure that the resident is aware that, if combined - for future sale considerations - the property would have to be sold as one property, not two.

b) 26 Main Road North - Imperial Oil Property

Imperial Oil have approached the Town about either rezoning their land on 26 Main Road North or working with the Town to transfer ownership to us at a nominal fee. The land is contaminated from decades of use. As a result, a well cannot be installed on the property thus limiting future use of the land.

The Clerk suggested that the Town consider future use of the property and submit options to Imperial Oil prior to the engineering consultant's assessment of the property in April.

It was agreed that this would be further discussed at the strategic planning meeting planned for February 24th.

c) Ambulance Operation/Fire Services, Mount Carmel

The Mayor reviewed discussions held during a recent meeting with NL Health Services and Medavie who need to establish a paramedicine center in the area.

Further discussion about this opportunity is scheduled for the strategic planning session planned for February 24th.

d) Crown Land Application for Goodfellow Block at Back River

Further to last month's meeting, the Clerk is in the process of completing a Crown Lands application for the remaining part of the Goodfellow block of land to protect it from development for heritage purposes related to the pre-Confederation National Tree Nursery and Forestry Station that operated there. The application requires detailed location information which can be compiled by GIS Specialists at Feaver Enterprises.

Motion #2025-02-12-686: Brenda Young; Kevin McDonald

Motion to approve the payment of \$270.00 to have Feaver Enterprises provide a GIS (KMZ) File, GPS Coordinates of the property boundaries and a map for the James Goodfellow property to attach to the application to Crown Lands.

All in favour; none opposed.

Motion Carried.

e) Resolution re: Canada Post Inquiry

The correspondence from CUPW was reviewed. Rather than a resolution it was agreed to pass the following motion in support of a comprehensive inquiry:

Motion #2025-02-12-687: Roy Lewis; Doug Dean

Motion that the Town write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to request that no changes be made to the Canada Post Corporation Act, Canada Post's mandate or the Canadian Postal Service Charter without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

All in favour; none opposed.

Motion Carried.

f) Meeting Notes from Colinet re: Cell Service

The meeting notes were distributed from January 4th Town Hall gathering in Colinet to discuss the need to improve regional cell service. The notes are for reference purposes.

g) Development Application – Reg Fitzgerald, 236 Main Road, St. Catherine's

Supporting documents for the development application were reviewed including septic design and approval, deed and dimensions of building.

Motion #2025-02-12-688: Roy Lewis; Doug Dean

Motion to conditionally approve the Development Permit for 236 Main Road St. Catherine's to construct a multi-use building subject to:

- no reasonable objections raised by neighbours
- receipt of detailed engineering drawings
- compliance with the National Building Code of Canada including but not limited to Sections 3.2.4.1; 3.3.2.15; 6.3.1.6; 6.9.1.3(1); A3.1.2.1(1); A3.2.5.13(1); A3.8.2.3; A3.8.2.3 (2)(g) and A6.2.1.2(3), and
- the National Energy Code of Canada as applicable.

All in favour; none opposed.

Motion Carried.

6. Round Table

i. Walking at Town Hall

Councillor Lewis asked that the Town consider making the Hall available for an hour each day to walk laps. The Clerk agreed and asked the Councillor to follow-up regarding available times.

ii. Former Senior's Home

A window is broken at the former senior's home on Main Road in St. Catherine's. The Clerk will notify the owner.

iii. 911 Mapping / Civic Numbering

The Clerk will follow-up to complete the 911 Mapping project.

iv. Street Lights

Street lights are needed in some dark areas of the Town on Main Road and Main Road North. It poses a safety hazard at night for ambulance drivers. Council thought a motion was in the minutes about this – allowing for a number of additional lights. The Clerk will research this, identify locations and report back to Council.

7. Next Meeting

Regular Council Meeting, Wednesday, March 12, 2025, 7:00 pm.

8. Adjournment-

Motion 2025-02-12-689: Roy Lewis; Kevin McDonald

To adjourn the meeting at 9:45 p.m.

All in favour; none opposed.

Motion Carried.