

Town Council Meeting
Town Hall – 7:00 p.m.
January 15, 2025
MINUTES

IN ATTENDANCE

Elaine Nash, Brenda Young, Kevin McDonald, Ian Goudie, Roy Lewis, Nina Goudie.

REGRETS

Doug Dean

GUESTS

David Butland

MEETING CHAIR

Elaine Nash

1. Call to Order

The meeting was called to order at 7:06 pm.

2. Adoption of Agenda

Motion # 2025-01-15-663: Roy Lewis; Brenda Young.

Motion to adopt the Agenda for Wednesday, January 15, 2025 with the following additions:

- Under Item 5b New Business add Council Meeting Dates and Speaking Rules of Order;
- Add Councillor absence under Item 5bii; and
- Change Item 6 Title from Round Table to Round Table and/or Question and Answer.

All in favour; none opposed.

Motion Carried.

3. Adoption of Minutes

a) December 18, 2024

Motion #2025-01-15-664: Kevin McDonald; Ian Goudie

Motion to adopt the Minutes dated December 18,

All in favour; none opposed.

Motion Carried.

4. Finance

a) Financial Report – November 2024

The Mayor reviewed the Financial Report for November 2024.

Motion #2025-01-15-665: Ian Goudie; Kevin McDonald

Motion to adopt the Financial Report for November 30, 2024 as circulated.

All in favour; none opposed.

Motion Carried.

b) Financial Report – December 2024

Motion #2025-01-15-666: Kevin McDonald; Roy Lewis

Motion to adopt Financial Report for December 31, 2024 as circulated.

All in favour; none opposed.

Motion Carried.

c) GIC Renewal

As directed by Council in December, the GIC was purchased at the Royal Bank, at 3.2%, maturing on December 31, 2025.

d) Community Building Fund – List of Eligible Projects and Expenses

The Clerk distributed a list of eligible projects and expenses. Councillors were asked to review the list and identify eligible expenditures for our Town.

5. New Business

a) Reports

a. Infrastructure Committee

i. Ice from Spring Water

The lawyer advised that we were taking reasonable and mitigating measures but where the issue is known or foreseen, a higher standard of care applies. If it helps, we can add barricades when it occurs; however, we should be proactive and dig a drain to remediate the issue at the earliest acceptable date for excavation. If we cannot remediate with standard icing we should try to resolve. We will be liable if we do not provide an appropriate water runoff and any accident happens.

The Clerk has advised that, due to favourable weather conditions and his schedule, the contractor – Pioneer Services – will be available next week to dig the drain. Council agreed that Adam Dawe with Pioneer Services can start on Monday, January 20, 2025 to install a drain from the spring across the parking lot alleviate ice buildup.

Motion #2025-01-15-667: Roy Lewis; Ian Goudie

Motion that the Town will request that, on or about Monday, January 20, 2025, Pioneer Services proceed with part of the drainage work approved last year (Motion 2024-10-09-631) – to redirect spring water away from the parking lot. The drain will follow the lay of the land i.e. across parking lot to side of Fire Hall and along in front of Fire Hall – based on recent photographs taken.

All in favour; none opposed.

Motion Carried.

ii. Landscaping

At this present time, we have no concrete plans to do anything on the land between the Septic System retaining wall and the property line.

The lawyer advised it is entirely up to Council as to what, if any, work will be done within the 10-foot buffer, basically up to the boundary line. This is the same expectation that is applied to all property owners, unless it irreparably affects the neighbouring property creating harm or severely affecting property assessments.

iii. Fire Hall

The Town is in the process of arranging funding for a climate change assessment. Plans for the fire hall are contingent on the outcome of that assessment. Once the climate change assessment is completed, the Town will develop a strategy to develop an emergency response plan and an alternate site for the fire hall. Any such strategy, by necessity, will include participation of the Fire Chief and their firefighters.

b. Policy and Procedures Committee

i. By-laws – Sample Subject Matter

A list of sample by-laws was circulated. Three councillors on the Policies and Procedures Committee to work on by-laws are: Roy Lewis, Brenda Young and Kevin McDonald.

ii. Councillor Absence

Motion #2025-01-15-668: Roy Lewis; Kevin McDonald

Motion that Councillor Dean is excused from Council meetings due to work commitments until he is available.

All in favour; none opposed.

Motion Carried.

iii. Council Meeting Dates for 2025

The Clerk and the Mayor will develop a 2025 calendar for Council and have available at the February meeting for approval.

iv. Rules of Order and Procedure

Councillor Goudie requested that Section 9, Rules of Decorum and Speaking, be followed. The Chair agreed.

c. Recreation Trails Committee

The Clerk referenced Council's approval at the September 11th meeting (Motion 2024-09-11-618) for the Trails Committee to submit an application to government for NFP status (incorporation).

Motion #2025-01-15-669: Roy Lewis; Brenda Young.

Motion to approve the expenditure of \$70.00 for the application fee related to the Trails NFP application.

All in favour; none opposed.

Motion Carried.

d. Fire Department Report

- i. New bunker gear has been ordered for Mark Linehan through funding.
- ii. Christmas party was a big hit. Fire Department thanks Council for the Hall rental and use of the BBQ.
- iii. Moose meat was sold to Bidgoods for a total of \$1,005.
- iv. The fire department would like to purchase some dress shirts or coats and hats to wear to public events. Council liked the idea. Some suggestion that coats may get more wear.
- v. The 2025 FES funding applications are out now. The Town will apply for a new bunker suit for new firefighter Gerard Meaney.

Motion #2025-01-15-670: Roy Lewis; Kevin McDonald

Motion to apply for funding for bunker gear for new firefighter Gerard Meaney.

All in favour; none opposed.

Motion Carried.

e. Town Clerk Report

- i. MMSB Compost Bin Distribution Program

The Clerk is canvassing residents for interest in the residential-size compost tumbler. It was agreed that the tumbler format was not practical either for residents or the Town as they become too heavy to turn long before they are full. The Clerk will investigate other compost options suitable for the community garden.

- ii. Replacement of Stage Curtains at the Town Hall

The curtains around the stage and in the kitchen came from the Waterford Hospital, are hospital curtains and have outlived their

usefulness. The Clerk consulted with the Crafts/Sewing Group who determined the requirements for replacement curtains and agreed to help with adapting curtains to fit the ceiling rails. It was agreed that the Clerk will purchase fire retardant curtains, material and grommets.

Motion #2025-01-15-671: Roy Lewis; Kevin McDonald

Motion to approve the replacement of curtains to a maximum cost of \$1,500.00.

All in favour; none opposed.

Motion Carried.

iii. Spiritual Centre

It was agreed that the title should include the initial “T” and therefore read the Richard T. Fowler Spiritual Centre.

iv. Bathroom Update for Accessibility

The accessible sink upgrade is estimated to cost \$500. The current toilet meets guidelines and only needed repair to items in the cistern box. The Chair noted that appropriate handrails must be installed as well.

Motion #2025-01-15-672: Kevin McDonald; Roy Lewis

Motion to purchase necessary fixture and parts to upgrade the sink and handrails in the accessible washroom.

All in favour; none opposed.

Motion Carried.

v. Arrears

The subject of business arrears was discussed. Council directed the Clerk to investigate putting a lien on the property.

f. MAA Board Update

The MAA Board Update was circulated as requested by the Municipal Assessment Agency.

g. Cottage Planning Area – Response from Government

A response was received from Jeremy Short of the Land Management Division, Department of Fisheries, Forestry and Agriculture. He advised the following:

“... this cottage planning area was established to provide a form of development control to prevent ad hoc developments within the specified area. The Department of Fisheries, Forestry and Agriculture (FFA) acknowledges that the Town has an established municipal plan under the Urban and Rural Planning Act with respective development regulations guiding the permitted and discretionary

uses within municipal boundary. Furthermore, all Crown lands applications within the municipal boundary are referred out providing an opportunity for the Town to review and comment on whether the proposed use can be supported within the development controls of the approved municipal plan.

In consideration of the above noted information, it is not required to remove the overlay as development controls currently reside with the Town.”

Council reviewed and accepted confirmation that development controls reside with the Town.

h. Hurley’s Bridge – Engineering Inspection/Assessment

On Monday, January 13, 2025, Anne Pratt advised the Office of her intention to enter into a private contract with engineer Doug Power to inspect/assess Hurley’s Bridge. She would accept reimbursement in the future if appropriate under the trails project; however, it is not a condition as she is willing to absorb the cost for the potential future of this important landmark.

Councillor Lewis noted that any report resulting from this assessment is her property and she is not obliged to share it with the Town or anyone.

This development precludes the need for a survey in the immediate near future (see Minutes for December 18, 2024). Council will revisit this topic following findings by the bridge expert.

i. Office

i. Records Management – Review of Disposal List

Councillors are asked to review the list of records and, by Monday, January 20, 2025 advise the Clerk of any files they would like to review.

ii. Printer/Copier – Quotes

Council asked the Clerk to compare purchase to leasing and suggested visiting each vendor to test the printer.

iii. Office Staff Review

Due to time constraints, this item was deferred to another meeting.

6. Round Table and/or Question and Answer

6.1 Heritage Sites in the Town

Councillor Goudie suggested that the former Riverside Manor would be a very strategic property for the Town to purchase for future purposes. This proposal sparked a discussion on how the Town would acquire heritage property such as the old tree farm. Council decided to contact Crown lands to see what was turned back to Crown land.

The Clerk will draft a letter to Crown lands about the land around the old tree nursery - originally owned by Goodfellow - and turned back to the Province by the McNeily family. If still Crown land the Town could apply for it.

6.2 Strategic Plan

Roy Lewis suggested that the Town set aside a day to develop a strategic plan. At the February meeting we will pick a day to start the process.

6.3 Drain

Mr. Butland suggested that a drain installed in front of the Fire Hall may interfere with future plans in front of the fire hall. The Clerk indicated that it may follow the lay of the land based on videos and photographs taken over the past few months. Should it go behind building. Also, he suggested that when repaving we include a speed bump. The Chair thanked Mr. Butland for his suggestions and noted that due to favourable weather and contractor availability, the water drain was scheduled to be installed on Monday, January 20th.

6.3 Fire Hall

The neighbour expressed concern about potential relocation of Fire Hall as he feels that regionalization is coming and in the long run, we may not need to relocate the Fire Hall. The Mayor explained that first step is to have a Climate Change Assessment. In the meantime, it was agreed that there are immediate challenges with the garage door which is difficult to raise in an emergency situation. The Fire Hall should be modified for the short term to ensure it is safe and functional such as install a new door system, lighter weight, or make two doors.

The Clerk was asked to contact garage door companies and ask them to come to assess. Also, the Clerk will determine if the expense is an eligible expense under the Community Living Fund.

6.4 Brushcutting

The neighbour enquired about the brushcutting contract and suggested that the Town use the CEEP workers rather than pay a contractor to do the job. The Chair advised that the workers are shared between four towns in St. Mary's Bay and that brushcutting is outside the scope of work the CEEP workers are permitted to do.

7. Next Meeting

The next Regular Council Meeting is Wednesday, February 12, 2025, 7:00 pm.

8. Adjournment

Motion #2025-01-15-673: Kevin McDonald; Roy Lewis

Motion to adjourn the meeting at 10:11 p.m.

All in favour; none opposed.

Motion Carried.