

MINUTES
Town Council SPECIAL Meeting
Town Hall – 7:00 p.m.
October 23, 2024

IN ATTENDANCE:

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

REGRETS

Ian Goudie, Doug Dean

GUESTS

Byron Smith, Byron D. Smith Professional Corporation (online)
David Butland, Resident (in-person)

MEETING CHAIR

Elaine Nash

1. Call to Order

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

2. Adoption of Agenda

Motion #2024-10-23-637: Kevin McDonald; Brenda Young
To adopt the agenda for October 23, 2024 as distributed.
All in favour; none opposed. Motion Carried.

3. Finance

a) Virtual Presentation – Audited Financial Statements for 2023

Byron Smith provided an overview of the Audited Financial Statements for 2023. He complimented the Town, noting that, overall, the Town was in great shape financially. Per the Management Letter, areas of improvement include: (a) ensuring that payroll and reimbursement cheques are not signed by the person being paid, even though the cheque requires two signatures; (b) that bank reconciliations be completed on all bank accounts; (c) that financial statements, bank reconciliations, and the status of accounts receivable and accounts payable, be completed each month and that (d) PST rebate applications are submitted on a timely basis.

4. New Business

a) Reports

a. Infrastructure Committee

i. Septic System Update

The new septic system is complete and working fine. Discussion turned to the drainage ditch that was recommended to divert spring water away from the hill, across the parking lot and into the brook.

After much discussion and in light of heavy rainfall forecasted for the coming days, it was agreed to take a wait-and-see approach before finalizing the location

of any drain or if in fact the Town decides to install one. The Clerk will notify the contractor of Council's decision to postpone the work.

Mr. Butland explained his concern that the proposed water drainage ditch between the septic retaining wall and his property line could cause water to drain onto his land. He stated that if the drainage ditch was being proposed on their behalf, they do not want a ditch.

b) Eastern Regional Service Board – Fee Changes for 2025

ERSB's notice of fee changes for 2025 was circulated. The Town must canvass residents and request their feedback on two options:

Option 1: Continue with bulk waste collection and acknowledge that my 2025 property tax bill will increase by \$25.

Option 2: Opt out of bulk waste collection and acknowledge that my 2025 property tax bill will increase by \$10.

We must let ERSB know what level of service our Town would like – whether we want bulk waste collection or not. ERSB will deliver the level of service that 70% of respondents for our Town request.

Councillors reviewed a draft flyer to residents and approved it for distribution next week. The deadline to respond to ERSB is November 15, 2024.

c) Recognition of Canadian Down Syndrome Awareness Week, October 20th, 2024 to October 26th, 2024.

Felicia Power and her parents, Donna and Dave Power, were present for signing of the Town Proclamation by the Mayor. The proclamation recognizes the importance of Canadian Down Syndrome Awareness Week and supports the organization's efforts to forge new opportunities for people with Down Syndrome.

5. Round Table

a) Dumping at Scrap Yard

Council received reports that bulk items were recently dumped on the scrapyard. It is believed to have been the ERSB contractors after picking up bulk items on September 30th. The Clerk will follow-up with ERSB and ask that they ensure that no further dumping occurs and that all items must be disposed of in a approved and controlled manner.

6. Next Meeting

- The next regular Council Meeting will be held on Wednesday, November 13, 2024, 7:00 pm.

7. Adjournment

Motion: #2024-10-09-638: Kevin McDonald; Roy Lewis

To adjourn the meeting 8:12 pm

All in favour; none opposed.

Motion Carried.