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**Town Council Meeting Minutes**  
**August 13, 2024**  
**Town Hall**

**IN ATTENDANCE:**

Ben Didham, Mayor  
Don Corrigan, Councillor  
Paula Linehan, Councillor  
Loretta Nash, Councillor  
Brenda Pike, Town Clerk

Absent: Joan Nolan, Councillor

One member of the public was present.

**MEETING CHAIR:**

Ben Didham, Mayor

**1. CALL TO ORDER:**

Meeting is called to order at 7:00 p.m.

**2. ADOPTION OF AGENDA:**

- **Motion #2024-40: Loretta Nash; Don Corrigan**  
Adopt the Agenda of August 13, 2024.  
All in favor; none opposed

Motion Carried

**3. ADOPTION OF MINUTES:**

- **Motion #2024-41: Loretta Nash; Paula Linehan**  
Adopt the Minutes of July 2, 2024  
All in favor; none opposed

Motion Carried

#### 4. FINANCE:

- **Monthly Financial Report**

**Motion #2024-42: Don Corrigan; Paula Linehan**

Adopt the financial report for the month ending July 31, 2024

All in favor; none opposed

Motion Carried

#### 5. NEW BUSINESS:

**a) Reports**

i) Town Clerk Report

ii) Eastern Waste Management Fees: The Clerk received an enquiry re Mrs. Bonia's property: there hasn't been anyone living there for years but the family is still being charged for waste management fees. The clerk contacted ERSB and they advised the payment has to be made to ERSB as there is electrical service to the home; it's up to the town whether they want to charge for it. **Council advised it is the responsibility of the property owner to pay the fees as the property is receiving electrical service. Therefore, the Town has to pay the waste management fees to ERSB which it must recuperate from the property owner.**

iii) The next meeting of Community Advisory Council is September 11.

iv) The following funding Applications have been submitted for the Anniversary Celebration:

a. Active NL (\$500)

b. Cultural Events - **The Clerk received notification today that this funding hasn't been approved as the funds have been used for this year.**

v) CEEP – At Mayor Didham's request, the Clerk contacted Ms. Gibbons to determine the amount of funding that may be available under the CEEP grant for Colinet; to date, she hasn't heard from Ms. Gibbons.

vi) Anniversary Celebration: The Clerk asked who should be invited and who should speak. **Council advised Sherry Gambin Walsh and Ken McDonald should be invited to speak. The Mayors from St. Joseph's, Admiral's Beach and Mount Carmel should be invited to attend, particularly to the Wine and Cheese event.**

- vii) There is presently over \$20,000 in outstanding property taxes; about \$7,000 is outstanding more than a year. Some are on payment plans. Second notices were sent out on July 16.
- viii) Well-Being Week falls on the week of Sept. 22-25. Council discussed integrating something to recognize Well-Being Week during the anniversary celebration – maybe a walk.
- ix) The Clerk received a rental request from Dept. of Transportation. They are looking to rent office space from mid-August to the end of November for their contractor, Nortec Construction. They will be working on the Salmonier Line but will also be infilling 1900 cubic meters of armor stone in North Harbour. Contact: Levi House, Dept. of Transportation, 709-691-1121. (Nortec 754-0077). The Clerk contacted Salmonid Assoc. to see how long they will need downstairs. They are willing to move if the Town needs it for another renter. **Council approved the rental for Dept. of Transportation for the sum of \$1,000 monthly, rent only.**
- x) October 6-12 – Fire Prevention Week. The Clerk forwarded the information to the Fire Chief.
- xi) The Clerk advised Council they must have a Deputy Mayor to be in compliance with legislation.
- xii) In answer to a request from Mayor Ben Didham, who anticipates he will be moving from the Town, the Clerk advised that the Mayor vacates his seat if he is not a resident of the Town.
- xiii) The Clerk advised that if Mayor Didham resigns within a year of the general election (September 2025), Council is not required under legislation to hold a bi-election; if he resigns outside a year, Council is required to hold a bi-election.
- xiv) The Clerk requested the week of August 26 off. Council approved. The Clerk will post the closure for the public.
- xv) Infrastructure Committee Report
  - 1. Town Property
    - a. Accessibility Grant: The Clerk advised that the deadline for the Accessibility Grant funding is approaching and no decision has been made on how to use the funds, as the plan to make adjustments to the downstairs area was changed to re-formatting the complete building to

accommodate the Fire Hall. Council expressed that they didn't see this re-formatting happening any time soon. Mayor Didham then contacted a contractor, who will visit the Town Hall on Monday and provide a quote for a ramp to the upstairs office and possible accessible washrooms.

2. Road Work

a) Council decided to move ahead with the identified road work as outlined in the quote by Triple J Excavating.

**Motion #2024-43: Loretta Nash; Don Corrigan**

The Town will submit its Gas Tax (Capital Investment Plan) to the Department of Municipal and Provincial Affairs for Canada Community-Building Funds in the amount of \$ 73,469 for Town Road Repairs and Maintenance. Further, Council will hire Triple J Excavating for this project for work specified in the attached quote.

All in Favor; None Opposed

Motion Carried

Mayor Didham reminded Council that if approved, the Contractor will have to supply proof of liability insurance and workers' compensation.

b) Council directed the Clerk to contact Raymond Didham and advise him the contractor will require access to the manhole inside his fence to install a culvert. He will need to remove a section of his fence for accessibility.

3. Brush Cutting & Hogweed

a) Council directed the Clerk to send an email reminder to the Dept. of Transportation (St. Joseph's depot) regarding brush cutting on the main road. This is a safety concern, especially in relation to vehicles entering and exiting town roads. Council requested the Clerk copy Sherry Gambin Walsh and Minister Hutton on the email. In the meantime, Council will request Brian Bulger, Maintenance, to look after brush cutting on town roads, especially at the intersections where it poses the biggest safety issue.

Council also discussed the problem with a plant, which may be Giant Hogweed, and discussed getting positive identification to see if it is

Hogweed or another plant which may cause skin irritation, before looking at how to remove it as it has spread throughout the Town.

**b) Fire Department**

Council and the Fire Department had a successful toll booth to collect funds for the Fire Department. The funds were provided to the Fire Chief.

**c) Human Resources**

i) Rules of Procedure: Discussion of the Rules of Procedure has been deferred to the September meeting.

ii) Civic House Numbering: It is hoped that the Clerk and Councillor Nolan will get to assigning single civic numbers to properties in the near future. Councillor Linehan expressed concern that their numbering was in excess of their property. The Clerk advised that a supplementary request has been submitted to have this reviewed by MAA.

**d) Response from Resident re Run Off**

Council has reviewed the response from Mr. Butt regarding run-off on Wharf Road. There has been no response from the other resident who was contacted. Council feels Mr. Butt's response is accurate and that the problem didn't arise until changes were made and the ditch filled in by another resident. Some of this problem may be alleviated when upcoming road work is completed (pending gas tax approval).

**e) Grants**

i) Accessibility Grant: See Infrastructure Committee report re Town Property.

ii) Gas Tax: See Infrastructure Committee Report re Road Work

iii) Anniversary Celebration: See Town Clerk Report re Cultural Events and Active NL Grants.

**f) Anniversary Celebrations**

i) Council approved the Anniversary Celebration poster with the addition of "Everyone Welcome." The Clerk will make the change and distribute the posters.

ii) Council directed the Clerk to send the approved banner (first of the two distributed to Council) to Corey Nolan at Nolan Graphics for printing.

**6. ROUND TABLE**

i) Mayor Didham advised he had the “Slow Down” signs and would be erecting them over the coming weekend.

ii) Member of the public, Mr. Gambin, expressed his opinion that in the event of Mayor Didham’s resignation, he feels it is important for Council to hold a bi-election whether the resignation falls within a year or outside of a year of the general municipal election.

iii) Mr. Gambin also advised that it has been his understanding that any residence which has electrical service is responsible to pay waste management fees.

**7. NEXT MEETING:**

The next meeting is at 7:00 p.m. on Tuesday, September 10, 2024

**8. ADJOURNMENT:**

**Motion #2024-44: Loretta Nash; Paula Linehan**

The meeting is adjourned at 8:35 pm.

All in favor; none opposed

Motion Carried