



P.O. Box 8, Colinet, NL, A0B 1M0
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Town Council Meeting Minutes
December 3, 2024
Town Hall

IN ATTENDANCE:

V. Joan Nolan, Deputy Mayor
Don Corrigan, Councillor
Gerard Linehan, Councillor
Loretta Nash, Councillor
Paula Linehan, Councillor
Brenda Pike, Town Clerk

MEETING CHAIR:

Joan Nolan, Deputy Mayor

1. CALL TO ORDER:

Meeting is called to order at 7:01 p.m.

2. ELECTION OF MAYOR AND DEPUTY MAYOR

Due to the recent vacancy in the Mayor's position, Deputy Mayor, V. Joan Nolan, accepted the position of Mayor. Councillor Gerard Linehan accepted the position of Deputy Mayor. All Councillors are in agreement with the filling of the two positions.

2. ADOPTION OF AGENDA:

- **Motion #2024-67: Loretta Nash, Don Corrigan**

Adopt the Agenda of December 3, 2024.

All in favor; none opposed

Motion Carried

3. ADOPTION OF MINUTES:

- **Motion #2024-68: Loretta Nash; Paula Linehan**

Adopt the Minutes of November 6, 2024.

All in favor; none opposed

Motion Carried

Motion #2024-69: Loretta Nash; Don Corrigan

Adopt the Minutes from November 13, 2024, Special Meeting.

All in favor; none opposed

Motion Carried

Motion #2024-70: Gerard Linehan; Loretta Nash

Adopt the Minutes from November 27, 2024, Special Meeting.

All in favor; none opposed

Motion Carried

4. FINANCE:

• **Monthly Financial Report**

Motion #2024-71: Paula Linehan; Gerard Linehan

Adopt the financial report for the month ending November 30, 2024

All in favor; none opposed

Motion Carried

5. NEW BUSINESS:

a) Reports

i) Town Clerk Report

- a. The Clerk contacted MUN student, Anderson Bath, from the Rural Outreach Program re working with the town on the 911 system and civic numbering. They are available to assist us; they will take the assessment roll and develop digital records. They will set up an online meeting next week possibly; council are invited to attend with the Clerk.
- b. The Clerk contacted Tract Consulting re funding/collaboration re climate change assessment – see agenda.
- c. The application for Rural Transit Fund has been submitted.
- d. The Clerk completed training on new Towns and Local Services District legislation. There are quite a few changes and work to be done, particularly in relation to mandatory by-laws.
- e. Fire and Emergency Services contract has been forwarded to ERSB. They will send out notices for fire service fees in January.
- f. Implementation of Property Tax – See Letter of Jan. 13 from Minister Krista Howell. The Clerk provided this letter in response to comments from the public that Council was responsible for the

implementation of property tax; the letter stipulates that the implementation of property tax in 2024 was a mandatory condition of the Dept. of Municipal and Provincial Affairs if the Town expected to receive financial/other support from the Department.

- g. The Clerk provided Councillor Gerard Linehan with a welcome letter from the Dept. of Municipal and Provincial Affairs.

ii. Infrastructure Committee Report

1. Accessibility Grant:

Fort Property Construction & Renovations will complete the bathroom accessibility by the end of December. Their quote of \$13,110.00 was approved by Council.

2. Road Work

All road work as per the contract with Josh English has been completed. Councillor Corrigan will request an invoice from Mr. English. The Clerk requested that Mr. English be advised that Council is waiting on the release of funds so there may be a delay in getting the invoice paid. Council noted they have received positive feedback from residents that they are pleased with the work.

Sand and salt for snow clearing has been delivered by Leo Squires. The sand is stored by the Town Hall and the salt is stored and covered on Councillor Corrigan's property.

ii. Fire Department

The Clerk presented Mayor Nolan with a letter from the Town of Mount Carmel-Mitchell's Brook-St. Catherine's offering various bunker gear/clothing items (9 pants and jackets; 8 pairs of boots and 3 helmets) to the Colinet-Harricott-North Harbour Volunteer Fire Department. The Fire Department has graciously accepted the items. Mount Carmel also thanked Colinet Town Council for the use of their town hall for first aid training on October 4 and 5th, free of charge.

Mount Carmel suggested a formal signing of the Mutual Aid Agreement between the two towns. The Clerk advised the signed agreement has been forwarded to Mount Carmel for their signature and a possible formal signing.

Mayor Nolan requested the Clerk draft a letter thanking the Town of Mount Carmel-Mitchell's Brook-St. Catherine's for donating their used gear to Colinet.

b) Budget

The Clerk presented Council with the revised budget, noting the two changes as per the November 27 Special Meeting of Council:

- i) reduction in Travel Expenses
- ii) minimum business tax for businesses

Motion #2024-72: Gerard Linehan; Paula Linehan

Council adopts the budget for calendar year 2025 as presented with a balanced budget of \$151,454.54, dated December 3, 2024.

All in Favor; None opposed

Motion Carried

c) Tax Structure

Councillor Corrigan excused himself from the meeting due to conflict of interest as a business owner, at 7:30 pm.

Council reviewed the Tax and Fee Structure and decided there were no changes from 2024, with the exception of Council's ability to determine the rates for extended hall rental on an individual basis. Businesses are required to pay a property tax as well as a business tax; therefore, Council agreed the business tax should remain at the minimum of \$350 for 2025.

Motion #2024-73: Loretta Nash; Gerard Linehan

Council adopts the Tax and Fee Structure for 2025, as follows:

TAX STRUCTURE 2025

Property Tax (Residential)	4.5 mils (\$500 minimum)
Property Tax (Commercial)	4.5 mils (\$500 minimum)
Vacant Land Tax	\$250.00
Un-serviced Land Tax	\$250.00
Business Tax (minimum)	\$350.00

Utility Tax	2.5% of gross revenue
Eastern Waste Management Fee	\$225.00

FEE STRUCTURE 2025

Permit Fees:

All Permits are valid for one year from date of issue.

New Home Construction	\$250.00
Extension to Home	\$125.00
Renovations	\$50.00
Demolition	\$200.00
Note: If property is clear of all debris following demolition, a \$100 refund will be issued).	
Building Other than Home:	
Under 100 sq. ft.	\$50.00
100-299 sq. ft.	\$75.00
300 sq. ft. and above	\$100.00
Fence	\$50.00
Greenhouse	\$50.00
New Commercial Construction	1% of contract
Renewal of Permits	\$25.00

NSF Fee	\$50.00
Tax Certificate	\$100.00
Hall Rental (per day)	\$50.00
Extended Hall Rental	to be determined by Council on an individual basis

All in Favor; None opposed

Motion Carried

Councillor Corrigan returned to the meeting at 7:45 p.m.

d) Santa Parade

Councillor Paula Linehan advised that the coffee machines are not working properly. Council directed the Town Clerk to price and purchase a coffee urn (approved in the range of \$300-\$400).

The Santa Parade will run from Wharf Road to the Town Hall on Sunday, December 8. The Clerk will pick up supplies and Santa gifts. Councillors Corrigan and G. Linehan will look after the outdoor tree. Council will meet on Friday, December 6 at 7:00 p.m. to decorate the hall. Mayor Nolan once again offered to

provide her Christmas tree for the event. Council directed the Clerk to purchase a tree for next year.

d) Cell Phone Service

The Town Clerk has been in communication with Carol Ann Cotter, whose brother, Bill Murphy, was responsible for spearheading cell phone service in rural Nova Scotia. Mr. Murphy will be in Colinet from Dec. 24 – Jan 8 and will be available to meet with Council in January to share some ideas on how the Town can proceed in their endeavors to have cell phone service in the area. The Clerk also spoke with Dion Sheppard with the Provincial Government about cell phone service in rural NL. Mr. Sheppard is also willing to work with the Town. Both Mr. Sheppard and Mr. Murphy are willing to attend a meeting with the Town, as well as other towns in the area, to share information and provide direction on moving forward.

Council are interested in a possible meeting date of January 4 or 5.

Representatives from other Councils in the St. Mary's Bay North area, Sherry Gambin-Walsh and Ken McDonald will be invited.

f. Special Assistance Grant

The Clerk has received quotes for the work on the town hall, shed and fire hall. She was in contact with an engineer from the Capital Works Program. He advised the town should apply under Special Assistance Funding, as the work didn't really fall under capital works due to the small scope.

Motion #2024-74: Gerard Linehan; Paula Linehan

Council directs the Town Clerk to submit an application for Special Assistance funding the amount of \$23,759, for repairs to the town hall, shed and fire hall, as per Estimate #0918 from Fort Property Construction and Renovation. Council's share will be \$9,504, as per the 60/40 sharing.

All in Favor; None Opposed

Motion Carried

g. By-Laws

The Clerk advised that under the new Towns and Local Services District legislation, there are a number of mandatory by-laws which the Town will be required to adopt by January 1, 2025. Council directed the Clerk to forward the list to them and, in light of the tight time frame, set January 15, 2025, as the deadline for the adoption of the by-laws by the Town of Colinet. Councillor Nash advised she would research similar by-laws in other towns in preparation for the town's adopting these new by-laws.

h. Grant: Climate Ready Plan

The Clerk advised that she has been in communication with the Federation of Canadian Municipalities and Tract Consulting regarding an application for funding under FCM's Climate Ready Plan. Having a Climate Ready Plan is important as many funding agencies may require such a plan, or information regarding climate change initiatives, in the future before granting funding. There is a possibility that Mount Carmel may wish to partner with Colinet, as there will be a 5% partnership funding initiative for partners, thus increasing the funding share for the town. A motion is required to accompany the application. As the Clerk doesn't have a firm decision from Mount Carmel, Council will provide two motions, one to cover Colinet as a lone applicant and one to cover the partnership with Mount Carmel. The motion that describes the funding will be the one submitted with the application.

Motion #2024-75: Don Corrigan; Loretta Nash

Be it resolved that Council directs staff to apply for the funding opportunity from the Federation of Canadian Municipalities Local Leadership for Climate Adaptation: Climate Ready Plans and Processes for the Town of Colinet Climate Readiness Initiative.

All in Favor; None Opposed

Motion Carried

Motion #2024-76: Gerard Linehan; Paula Linehan

Be it resolved that Council directs staff to apply for funding opportunity from the Federation of Canadian Municipalities Local Leadership for Climate Adaptation: Climate Ready Plans and Processes for the Town of Colinet in Partnership with the Town of Mount Carmel-Mitchell's Brook-St. Catherine's.

All in Favor; None Opposed

Motion Carried

i) Town Council Meeting Dates for 2025

Council hereby sets the following dates for public meetings of council for 2025:

- Tuesday, January 14, 2024
- Tuesday, February 11, 2024
- Tuesday, March 11, 2024
- Tuesday, April 8, 2024
- Tuesday, May 6, 2024

- Tuesday, June 3, 2024
- Tuesday, July 15, 2024
- Tuesday, August 12, 2024
- Tuesday, September 9, 2024
- Tuesday, October 7, 2024
- Tuesday, November 4, 2024
- Tuesday, December 2, 2024

Council directed the Town Clerk to post the dates on the Town's January newsletter, Facebook page and at Colinet Enterprises.

6. ROUND TABLE

Mayor Nolan advised she has been approached with a request for a donation to the Quilts for Valor.

Motion #2024-77: Gerard Linehan; Don Corrigan

Council hereby directs the Clerk to issue a cheque in the amount of \$200 for Quilts of Valor.

All in Favor; none opposed

Motion Carried

Council provided the names of several residents/cabin owners who are/have been enlisted in the Armed Forces. Mayor Nolan will provide them to the Mayor of Mount Carmel to ensure everyone is included. Mayor Nolan will find out to whom the cheque should be made payable.

Council will look into having a flagpole erected at the cemetery before next Remembrance Day.

Councillor Nash expressed concern that not everyone at the Remembrance Day Ceremony were called upon to lay a wreath in memory of family members. She especially noted that Bill Didham was not called upon. She expressed that the monument probably wouldn't exist without Mr. Didham's contribution and he should definitely have been included. It was recognized that it is easy for people to get overlooked as it falls upon one person to survey the crowds to find family members of those honored.

The Clerk will place Remembrance Day on the September 2025 Agenda for further discussion. Maybe a call can be put out to residents, etc. before the ceremony to

submit their names to lay a wreath and identify on whose behalf they will be laying a wreath. This will ensure no one gets overlooked and remove the responsibility from one person at the time of ceremony to try and identify family members.

7. NEXT MEETING:

The next meeting is at 7:00 p.m. on Tuesday, January 14, 2024.

8. ADJOURNMENT:

Motion #2024-78: Don Corrigan; Gerard Linehan

The meeting is adjourned at 8:33 pm.

All in favor; none opposed

Motion Carried