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Town Council Meeting Minutes
June 4, 2024
Town Hall

IN ATTENDANCE:

Ben Didham, Mayor
Don Corrigan, Councillor
Paula Linehan, Councillor
Brenda Pike, Town Clerk
Joan Nolan, Councillor (entered the meeting at 7:13 p.m.)

Absent: Loretta Nash, Councillor

Four members of the public were present.

MEETING CHAIR:

Ben Didham, Mayor

1. CALL TO ORDER:

Meeting is called to order at 7:05 p.m.

2. ADOPTION OF AGENDA:

Motion #2024-30: Don Corrigan; Paula Linehan

Adopt the Agenda of June 4, 2024.

All in favor; none opposed

Motion Carried

3. ADOPTION OF MINUTES:

Motion #2024-31: Don Corrigan; Paula Linehan

Adopt the Minutes of May 7, 2024.

All in favor; none opposed

Motion Carried

Joan Nolan, Councillor, entered the meeting at 7:13 p.m.

4. FINANCE:

The Clerk presented Council with the financial report for the month ending May 31, 2024.

- **Monthly Financial Report**

Motion #2024-32: Joan Nolan; Paula Linehan

Adopt the Financial Report for the month ending April 30, 2024.

All in favor; none opposed

Motion Carried

5. NEW BUSINESS:

a) Reports

i) Town Clerk Report

- Permits:
 - One permit was issued to Myles Harvey for demolition.
- Hall Rental – A child's birthday party is booked for June 22.
- Reminder to Council: taxes are payable by June 30. Councillors may opt to take advantage of the payment plan. First payment due by June 30 and full amount paid by December 31.
- Maintenance Worker Position
 - Brian Bulger (691-3354) accepted the position from June 1 – September 6. He worked 8 hours during May to remove birds, cover chimney and prepare equipment for landscaping.
- The Clerk was contacted by Rex Porter, SAEN, regarding old files for Rocky River Project. She advised him it would be a while before she could set aside time to go through the old town files to see if there were copies of Rocky River research papers there. In the meantime, she emailed Marjorie Gibbons to see if Rural Development were involved with the initial project as they may have easy access to the files but haven't heard back from her yet. On Monday, Bill Gambin brought over several reports which we thought may contain the information Mr. Porter is looking for. The Clerk passed along the report information to Mr. Porter. He is specifically looking for a research report, which it is doubtful that we would have. The Clerk

referred him to Don Hustins who completed a report in 2004 which contains a lot of research and statistical information.

- Community Health Advisory Committee –The next meeting is July 17 in St. Joseph's, and they specifically mentioned in their email update that they would like Colinet to be involved as this is a regional committee. They are looking at future outreach – possible card game and info session as well as health fair days. The Clerk will send out a reminder to Council of the July 17 meeting; if no member of Council can attend, she will try and attend on their behalf.
- The Clerk received an email from a resident requesting that Council consider relinquishing the former area known as "Backline Road" behind the cemetery to him as a driveway to the rear of his property. Council advised that this property is not Council property; it would possibly be owned by the Department of Transportation as it was part of the former Markland Road. Crown Lands would be the best contact to research if the property is available.
- The extension date for the Clerk position is June 30; therefore, Council motioned to extend the position until December 31, 2024.

Motion #2024-33: Joan Nolan; Don Corrigan

Council hereby extends the hiring of Brenda Pike to the position of Town Clerk, effective July 1, 2024 until December 31, 2024, with the option to extend the position at that time.

All in Favor; None Opposed

Motion Carried

ii) Infrastructure Committee Report

1. Town Property

- a. Town Hall/Fire Hall: Mayor Didham is going to have an engineer visit the building this week to see if the building is structurally suitable for reconfiguration, which would include incorporating the fire hall and town office in one building. If so, the town can apply for a grant to have plans drawn up and bring it forward to town residents for their input. He will also meet with the Fire Department to get their input on the proposal. There was some discussion about plans for the fire hall, in the event Council moves

forward with incorporating it with the Town Hall. In all likelihood, the building would be demolished and materials salvaged to build on to the shed.

- b. Playground/Community Garden: Council decided to defer plans for development of the playground/community garden until the Fall as they won't be able to devote time to planning and grant research for a few months.
- c. Accessibility Grant: The Clerk was in contact with Municipal Affairs and they have granted an extension for the Accessibility Grant until December 31. Council discussed using the grant for a ramp to the side entrance leading to upstairs and reconfiguring the washrooms for accessibility. Once Mayor Didham has met with the engineers and put a plan in place, he will advise the Clerk so she can seek quotes for the ramp and washroom changes.

2. Road Work

The contractor will be providing a revised quote later this week to include the road work on the council road by the Spurrell/Eason property. Once the quote is received, the Clerk will complete and application for funding under Gas Tax.

3. Signs/Slow Down

The Clerk had distributed an email to Council from the Traffic Engineer at Dept. of Transportation and Infrastructure advising that the signs Council had proposed to slow traffic were not approved by the Department and could not be erected on provincial roads. They did offer to work with the Town to incorporate the use of radar feedback signs to bring attention to driver behaviour. The Clerk responded to his email asking for clarification on funding for these signs and will update Council when a response is received. Council will erect the signs donated by the Mayor on town roads and see if there are possible areas where the signs could be placed on private property along the main roads where they will be visible to drivers.

4. Civic Numbering

The Clerk advised Council that many residents are confused by the civic numbering process, as many have been assigned multiple numbers. It was decided that the Clerk and Councillor Nolan will begin the process of going through the community and assigning one number to each property which will reflect where their house is located on their property. Residents will be

informed in the next newsletter that Council will provide them with one number to reflect their house location once the process is completed.

b) Fire Department

i. Fire Service Fees Update: The Clerk received an email from Eastern Regional Service Board which had been distributed to Council. They are moving forward with entering into an agreement with the Town for collection of fire service fees. ERSB have submitted a request to the Minister's office requesting approval and will let us know when approval is granted. They advised this could take up to 6 months. In the meantime, the Clerk advised that the Fire Department most likely won't receive any fire service fees for 2024 due to the length of time ministerial approval may take. However, once the invoices go out in 2025, there should be a significant increase in fees received.

c) Human Resources

i. Rules of Procedure: The Clerk will develop a first draft and distribute it to Council before the next meeting. Council will then set aside time to complete a final copy.

ii. Hall Rental – SAEN: Council decided that a rental fee of \$125 per week (not including cleaning) or \$150 per week (including cleaning) would be charged to SAEN if they choose to rent the downstairs office area for their group.

iii. Maintenance Position Contract: Mayor Didham signed the hiring letter for Mr. Bulger, hiring him from June 1 – September 6, 2024. (copy attached).

iv. Permit Fee Exemption: The Clerk received a request from a resident, asking that Council consider an exemption from paying permit fees for residents that pay over \$1,000 in property taxes. Council rejected this suggestion as property taxes and permits are two separate revenue sources for the Town. They also noted that permit fees are minimal and not a source of hardship. Council discussed permit renewals at this time and decided that any resident renewing a permit after one year would only be required to pay 25% of the original fee for renewal of the permit for an additional year. After two years, the permit holder will be required to acquire a new permit at full cost.

v. Newsletter: The Clerk will send out a newsletter before the end of June, with a reminder of the tax deadline. Council requested that a copy of the letter forwarded by Mr. Bill Davis regarding conditions of Markland Road be included in the newsletter, and then forwarded to the office of Sherry Gambin-Walsh.

6. **ROUND TABLE**

a) ***Civic Numbering***: Mr. Bill Gambin enquired whether the civic numbering would be complete before the newsletter goes out. The Clerk advised that it most likely wouldn't as it will be a long process with limited time to carry it out.

b) ***Canada Day***: Council discussed a Canada Day event; however, as the Loggers' Society will be hosting a barbecue, Council decided to check with them to see if Council can collaborate with them for a combined event.

c) ***Fire Service Fees***: Mr. Gambin enquired as to whether fire service fees go directly to Council or the Fire Department. Fire service fees have been collected by Council and then disbursed to the Fire Department for deposit to their account.

d) **Proposed Ecological Reserves**: Mr. Eugene Upshall addressed Council regarding several proposed ecological reserves in the Province, two of which, Ripple Pond and Halls Gullies, are of significance to Colinet. Although they are outside the Town's boundary, Ripple Pond and Halls Gullies both contain part of Colinet River and its watersheds, with Ripple Pond containing a very large part. Mr. Upshall strongly encouraged Council to get involved and take ownership of the future of these proposed reserves. He suggested the first step is to register with the Wilderness and Ecological Reserves Advisory Council (WERAC) to keep up-to-date on future plans and developments and to be notified of future public meetings relating to the proposed reserves. He also suggested Council should look at suggesting a name change to signify the connection to Colinet. Mr. Upshall presented a map with both areas outlined for Council's viewing. Council thanked Mr. Upshall for his very informative presentation and are certainly going to act on his suggestions.

e) ***Rocky River Stewardship Committee***: Mr. Bill Gambin brought forward both his and Mr. Upshall's interest in becoming involved in the stewardship committee discussed at the meeting with SAEN in May. He also expressed his concern that RDA was not invited to the town hall meeting held by SAEN in light of their tremendous past involvement with Rocky River. Mr. Gambin

recommended getting in touch with Mr. Porter and recommending a meeting to include SAEN, RDA, as well as Mr. Gambin and Mr. Upshall, where a committee could be formed to work with SAEN and its education/stewardship goals.

7. NEXT MEETING:

The next meeting is at 7:00 p.m. on Tuesday, July 2, 2024.

8. ADJOURNMENT:

Motion #2024-34: Joan Nolan; Paula Linehan

The meeting is adjourned at 8:47 p.m.

All in favor; none opposed

Motion Carried