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Town Council Meeting Minutes
October 14, 2024
Town Hall

IN ATTENDANCE:

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

Absent: Don Corrigan, Councillor

Three members of the public were present.

MEETING CHAIR:

Joan Nolan, Deputy Mayor

1. CALL TO ORDER:

Meeting is called to order at 6:36 p.m.

2. ADOPTION OF AGENDA:

- **Motion #2024-48: Loretta Nash; Paula Linehan**
Adopt the Agenda of October 14, 2024.
All in favor; none opposed

Motion Carried

3. ADOPTION OF MINUTES:

- **Motion #2024-49: Paula Linehan; Loretta Nash**
Adopt the Minutes of September 10, 2024.
All in favor; none opposed

Motion Carried

4. FINANCE:

- **Monthly Financial Report**

Motion #2024-50: Loretta Nash; Paula Linehan

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

All in favor; none opposed

Motion Carried

5. NEW BUSINESS:

a) Reports

i) Town Clerk Report

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- Received quote of \$14,938.50 for 2 digital “Slow” signs and installation of same – see quote.
- Received follow-up email from Ryan Salent, RCMP, regarding speeding violations – see attached response.
- Reported culvert problem at Sharon Foley’s to Daniel Power, St. Joseph’s Depot. **Ms. Foley, who was present at the meeting, advised the situation has not been addressed. The Clerk will contact Daniel Power, Dept. of Transportation and Infrastructure, to see why it hasn’t been addressed.**
- Canada Community Building Fund (Gas Tax) Agreement has been signed for another 10 years. The Town will receive a copy of the new agreement with funding allocations for motioning at a Council meeting.
- Snow Clearing Tender has been posted in the store and the Shoreline, as well as our Facebook page. No bids to date but closing date is before November meeting.
- Fire Prevention Week: The Clerk only heard back from Mayor Didham in response to her email regarding putting an ad in the Shoreline. She needs a majority of Council to respond in order for me to move forward. As the deadline has passed, Council will not put an ad in for this year.
- Fire Service Agreement with ERSB – Three Mile Bridge – exact location on map. **Three Mile Bridge is located 3 miles from the Colinet turn-off to Markland Road. It is the first bridge after you leave Colinet located by the Colinet Resource Road.**
- Fire Dept. Financial Assistance Grant – Council pays 20% (\$7853.99) All costs must be paid up front so it will leave Council short on funds until received from government.
- Mount Carmel Fire Dept. used hall for First Aid Training on Saturday and Sunday. Do we charge them the \$50 daily fee? **Council advised they will not charge the MC Fire Dept. for the use of the town hall.**

- Budget preparation – what would Council like included outside the normal operating expenses/revenue? **Council will provide any additional needs before the next meeting.**
- Banking signatures: **Deputy Mayor Nolan, Councillor Linehan and the Clerk signed the banking documents authorizing them as signatories on the bank account. The Clerk will forward to RBC.**
- The Clerk advised on results re query on bus stops. Neither Playground Rd/Crow's Nest or Rocky River Road qualify as bus stops under the NL Schools bus regulations. They must be in excess of 50 metres from the main road and must have a suitable turnaround area for the bus whereby the bus does not have to turn around. Neither of these areas qualify so the stops are on the main road. The Clerk has advised the resident who requested assistance and suggested she contact NL Schools directly with her concerns.
- MMSB Waste Diversion Grant – The Clerk suggested to Council they could apply for funding for tablets to alleviate the need for so much paper at their meetings. Instead of the Clerk having to print all documentation for the 5 council members for review at the meeting, it would be much more feasible for Councillors to have email copies which they could access on tablets during the meeting. This would result in a great reduction of printing and paper for the town and the environment. **Council directed the Clerk to apply for funding under the MMSB Waste Diversion Grant for 5 tablets for Councillors for Town business.**
- The Clerk once again advised of the ongoing issues with the completion of the 2022 audit. After speaking with Dawn Chaplin of Municipal Affairs last week, the Clerk emailed the auditor (once again) advising him of the numerous contacts she had made to get the work started on the audit, with little to no response. Her first request was made in December of 2023 and she followed up most months in 2024. He finally started sending out requests for documentation last week, most of which the Clerk had already submitted through the Share File, the rest of which she supplied last week. She expressed her frustration with the possibility the Town would lose their MOG but emphasized that the office has tried working with Mr. Scammell consistently to get the audit done so it has been entirely in his hands and he has had plenty of time to ensure the town receives their MOG. Municipal Affairs has given him until October 21 to submit the audit; he has requested the Clerk be available on Thursday, October 17 and Friday, October 18 to

work with him to complete the audit. Municipal Affairs are very aware of the difficulties the Clerk has had with moving forward with the audit.

- The Clerk requested clarification of paid holidays for the Town Office.

Motion #2024-51: Paula Linehan; Loretta Nash

The following days are recognized as paid holidays for the Town Clerk:

New Years Day
Good Friday
Victoria Day
Memorial (Canada) Day
Labor Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

All in Favor; None Opposed

Motion Carried

ii) Infrastructure Committee Report

1. Road Work

After the request for three quotes, Josh English was the only contractor to submit a quote, which has been accepted by Council, to complete the road work, as per his quote of August 29, 2024. Mr. English will provide the required documentation and a start date to Council within the next few days.

Motion #2024-51: Paula Linehan; Loretta Nash

Accept the quote of \$84,489.35 from John English to carry out the required road work, as per his quote of August 29.

All in Favor; None Opposed

Motion Carried

b) Fire Department

1. Mutual Aid Agreement

The Clerk presented Council with a draft Mutual Aid Agreement between the Mount Carmel and Colinet Volunteer Fire Departments. Council will review for next meeting. A written mutual aid agreement is often beneficial when applying for funding to show cooperation and assistance between neighboring towns.

2. The Clerk noted here that, as ERSB won't be ready to send out invoices for fire service fees for 2024, she has mailed/emailed invoices to those who paid last year. ERSB should be in a position to look after invoicing for 2025.

c) Human Resources

i) Bi-Election:

Motion #2024-52: Loretta Nash; Paula Linehan

Nomination Day will be held on Tuesday, October 29, 2024 from 8:00 a.m. to 8:00 p.m. Nina Goudie is appointed as Alternate Returning Officer for this nomination period.

All in favor; None opposed

Motion Carried

d) Remembrance Day

A Remembrance Day service will be held at Colinet Cemetery at 10:45 on Monday, November 11, followed by a lunch at the Town Hall. Soup, sandwiches, cookies, tea and coffee will be served. The Clerk, in consultation with Councillor Linehan, will provide a program for the service. Councillor Nolan will provide soup for the lunch. Joan Downey will look after the wreaths.

e) Christmas Event

The Colinet Christmas Parade will be held on Sunday, December 8 from 3:00 - 5:00 p.m., followed by a reception at the Town Hall. Hotdogs, hot chocolate, drinks and cookies will be served. The Clerk will put together loot bags for the children. Council is offering a \$25 gift card for the best float. The Clerk will contact Santa and Mrs. Claus to ensure they are available on that date.

Councillor Linehan suggested that it would be nice for Council and the Fire Department to go out to dinner for Christmas. Councillors were in agreement and Deputy Mayor Nolan will check with the Wilds on availability in late November.

f) Newsletter

The Clerk will present a draft newsletter to Council at the November meeting and requested Council to forward any information they would like included.

g) Grants – Transit Fund/Climate Resiliency Grant/Postcards Project

i) Transit Fund- The Clerk advised Council that Mount Carmel Council is working on a proposal under the Transit fund and are inviting neighboring towns to partner on the initiative. The initial discussion is around providing transportation for seniors, shut-ins and those with no transportation available for appointments, short trips, etc. Right now, it's in the planning stages and once all partners are confirmed, the proposal will be started. Right now, Mount Carmel and St. Mary's are confirmed, with a possibility of St. Joseph's as well. Council confirmed they would wish to be involved in the proposal process, and in finding out how the fund will work if/once the initial funding is granted.

ii) Climate Resiliency Grant: the Clerk presented Council with information on the Climate Resiliency Grant. This grant is focused on taking preventative measures against flooding resulting from climate change. The clerk suggested it may provide an opportunity for Council to work with the two residents who had requested assistance with flooding issues on their properties in the past, as there may be avenues under this grant to help property owners within the municipality. It would certainly be worth looking at to see if those opportunities may be available for funding.

iii) Postcards Project: This project, if approved, would be completely cost free for the town and would involve an art display on a wall or other structure in the town which would highlight local history. Councillor Nash suggested the concrete wall at the playground would be an ideal location for such a project, in conjunction with improvements to the playground itself. Councillor Nash, Clerk Brenda and Councillor Nolan, if available, will visit the playground on Friday to determine if it is a feasible location, and if so, to get pictures of the wall for submission for consideration of this project.

6. ROUND TABLE

i) Cell Service: There was discussion around the inadequacy and non-existence in areas of cell phone service in the town and neighboring areas. The lack of cell phone service creates a problem for emergency responders, residents and visitors to the area. The clerk will seek assistance in finding out how to move forward with getting support and action for consistent and reliable cell phone service in the area. Once it is determined how to proceed, she will reach out to neighboring towns and communities, emergency services, such as ambulance and fire departments, local businesses, residents, etc. for support.

ii) Civic Numbering: Determining civic numbers which apply to where homes are located on properties has been impossible for Council and Staff due to time constraints. Due to the numerous complaints and enquiries regarding civic numbering, the Clerk will reach out to the Municipal Assessment Agency once again to determine how best to determine a single civic number for residents and provide them with same.

iii) **Bulk Waste Collection:** Councillor Nash expressed concern that there is still bulk waste left from the collection in September. She had been informed by the collectors that only certain garbage was being collected that day and collectors would return for metal another time. However, it still hasn't been collected on Didham's Lane. The Clerk will contact ERSB and advise them.

iv) **Fitness Classes:** Fitness classes will resume downstairs in the Town Hall on Mondays and Wednesdays from 7:00 – 8:00 p.m., starting on October 21. Cost to participants will be \$2.00 per class and participants will need to bring their own water bottles.

7. NEXT MEETING:

The next meeting is at 7:00 p.m. on Tuesday, November 5, 2024.

8. ADJOURNMENT:

Motion #2024-53: Loretta Nash; Paula Linehan

The meeting is adjourned at 8:24 pm.

All in favor; none opposed

Motion Carried