**TOWN OF NORTHERN ARM**

**MINUTES**

Minutes of a regular meeting of the Town of Northern Arm and the 21th meeting of the present Council held in the Doris Jewer Chambers on Tuesday, December 10, 2024.

**Council Members Present**

Mayor Peter Chayter

Deputy Mayor Shawn Gosse

Councillor Robert Fisher

Councillor Fred Butler

Councillor Melinda Freake

Councillor Bruce Burt

Councillor Robert Hannaford

Also Present: Town Manager Tracy Pelley

Town Clerk Minnie Snook

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Meeting was called to order at 7:00 pm by Mayor Peter Chayter.

**Adoption of Agenda**

Motion 136-24 **R. Fisher/S. Gosse**

 Be it Resolved THAT Agenda for December 10, 2024 be adopted with Rules of Order added to Standing Committees.

 Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 B. Burt

 R. Hannaford

 **Motion Carried**

**Adoption of Minutes**

Motion 137-24 **M. Freake/R. Hannaford**

Be it Resolved THAT Minutes of November 12, 2024 be adopted with correction.

 Correction: Page 2 change NDP Party to Paul Lane from the Independent Party

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 Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 B. Burt

 R. Hannaford

 **Motion Carried**

**Business Arising**

**Windmill**

Motion 138-24 **R. Hannaford/B. Burt**

Be it Resolved THAT the Town post copies of a notice for the residents that an Environmental Impact Statement (EIS) is required before project proceeds. (Attached)

 Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 R. Hannaford

 B. Burt

 **Motion Carried**

**Environmental Assessment Committee**

Motion 139-24 **S. Gosse/B. Burt**

 Be it Resolved THAT the Town Manager try to set up an appointment with Eric Watton, Environmental Assessment Committee Chair to discuss the Environmental Impact Statement (EIS).

 Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 R. Hannaford

 B. Burt

 **Motion Carried**

**Standing Committees**

Mayor Chayter requested which committee Council would like to be on.

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**Audit**

Resolution 140-24 **F. Butler/S. Gosse**

Be it Resolved THAT the Audit as presented be approved.

 Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 R. Hannaford

 B. Burt

 **Motion Carried**

**Budget**

Resolution 141-24 **R. Hannaford/S. Gosse**

 Be it Resolved THAT the Budget as presented be approved.

 Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 R. Hannaford

 B. Burt

 **Motion Carried**

**Finances**

**Invoices Presented to Council - December 10, 2024**

|  |  |
| --- | --- |
| Lori Mercer (Audit/Training) | 17,135.00 |
| Best's Trucking (Maintenance Water pipe -Mill Road) | 2845.21 |
| Best's Trucking (Garbage Collection) | 1725.00 |
| Best's Trucking (Snow Clearing) | 1389.58 |
| CNWM (Oct) | 1297.75 |
| Royal Canadian Legion (Fire Fighter Ball - 60 meals $75 Tip) | 1275.00 |
| Tracy Pelly (24 Nov - 7 Dec) | 1255.41 |
| Tracy Pelly (10 - 23 Nov) | 1227.87 |
| Tracy Pelly (27 Oct - 9 Nov) | 1181.98 |
| Minnie Snook (10 - 23 Nov) | 1039.56 |
| CNWM (Nov) | 1022.25 |
| Minnie Snook (24 Nov - 7 Dec) | 958.80 |
| Minnie Snook (27 Oct - 9 Nov) | 951.46 |
| Derek Kinden (27 Oct - 9 Nov) | 826.23 |
| Derek Kinden (24 Nov - 7 Dec) | 777.40 |
| Derek Kinden (10 - 23 Nov) | 763.45 |
| **Page 4** |  |
| Shoppers Drug Mart Botwood (Senior's Cookies) | 659.40 |
| Minnie Snook (Banking/supplies - 13 Sep - 13 Nov) | 651.60 |
| Minnie Snook (Banking/Supplies - 22 Nov-2 Dec) | 577.77 |
| EMCO Waterworks | 428.64 |
| Jeremy Hancock (Fireworks - Bonfire Night) | 400.00 |
| Royal Canadian Legion (Fire Fighters Ball -Wine/Drink tickets) | 354.55 |
| Royal Canadian Legion (Fire Fighters Ball - Hall Rental/Security) | 275.00 |
| Xerox (Copies) | 242.73 |
| Melinda Freake (Fire Fighters Ball) | 218.30 |
| Melinda Freake (Santa Suit/3 pr Gloves) | 185.59 |
| Derek Kinden (Mileage 27 Oct - 9 Nov) | 183.00 |
| Shawn Langdon (DJ - Fire Fighters Ball) | 175.00 |
| Peter Chayter (MNL Conference) | 162.12 |
| Fred Butler (MNL Conference) | 162.12 |
| Derek Kinden (Mileage) | 151.00 |
| Botwood Irving | 137.08 |
| Derek Kinden (Mileage - 10-23 Nov) | 101.00 |
| Stagg Signs (Fire Fighters Name Tags) | 98.33 |
| Unisync Group Ltd (Slip-ons) | 84.79 |
| Rob Fisher (Gift Bags - Fire Fighters Ball) | 65.84 |
| Botwood Irving | 64.00 |
| Rentokil Canada Corporation (Nov) | 55.88 |
| Rentokil Canada Corporation (Nov) | 55.88 |
| Rob Fisher (Bonfire Night) | 53.06 |
| Home Hardware (Nov) | 52.87 |
| Chandler (Garbage Bags) | 43.70 |
| Stacey Brent (Pictures of Firefighters) | 43.43 |
| Bobby Dowland (Cut two Christmas Trees with Derek) | 32.00 |
|  |  |
| **Invoices Paid Automatically from Bank Acct** |  |
| Receiver General (Payroll Burden) | 3622.33 |
| Standing Order (Savings Account) | 1400.00 |
| NL Power (Street Lighting) | 1419.27 |
| Northbridge Insurance | 1169.84 |
| Bell Aliant (Town Hall, Fire Hall & Fire Alarm) | 428.53 |
| NL Power (Town Hall, Fire Hall, Chlor. Bldg, Bridge, Park & Red Barn)  | 507.35 |
| Banking Fees | 22.01 |
| Stop Cheque (Lost)  | 7.50 |
|  |  |
| **Stipends 2024** |  |
| 19 Fire Fighters (18 - $200 & 1 - $75.00) | 3675.00 |
|  |  |
| **Credit Card** |  |
| Supplies | 466.21 |
| Statement Fee | 3.00 |

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**Invoices**

Resolution 142-24 **F. Butler/S. Gosse**

 Be it Resolved THAT invoices for December 10, 2024 be paid as presented.

 Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 B. Burt

 R. Hannaford

 **Motion Carried**

Bank Statement for period ending November 29 , 2024 showed opening balance at $476,390.10. Closing balance at $458,154.64

Income & Expenditure Statement showed total Revenue for the year at $417,705.41. Expenses to date $354,670.90. This leaves a net income of $63,034.51.

Overdue accounts showed outstanding balance of $79,224.90 with $72,212.64 outstanding for over 261 days.

Town Manager to arrange with The Bank of Montreal so she will have signing authority for Cheques.

**Correspondence**

1. From: Municipal and Provincial Affairs

 Re: Ultimate Recipient Canada Community-Building Fund Agreement

 Action:

Resolution 143-24 **M. Freake/S. Gosse**

Be it Resolved THAT the Canada Community-Building Fund Agreement be accepted.

 Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 B. Burt

 R. Hannaford

 **Motion Carried**

2.From: Minister of Industry, Energy and Technology

 Re: To have no Wind Turbines within town boundaries

 Action: Information for Council (Response to our letter of Aug 2024)

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**New Business**

1. Councillor Freake declared a Conflict of Interest because it was a family issue.

**COI**

Resolution 144-24 **S. Gosse/B. Hannaford**

Be it Resolved THAT Councillor Freake leave the meeting due to a Conflict of Interest.

 Ayes 6 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 B. Burt

 R. Hannaford

 **Motion Carried**

Councillor Freake left the meeting at 8:20 pm.

**9 and 11 Sunset Drive**

Resolution 145-24 **R. Hannaford/R. Fisher**

 Be it Resolved THAT we give authority to a resident, subject to approval of Municipal Affairs, to join two pieces of property together.

 Ayes 6 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 B. Burt

 R. Hannaford

 **Motion Carried**

Councillor Freake returned to the meeting at 8:27 pm.

2. The Town Clerk informed council that the PMA 2025 Convention & Trade Show will be in St. John's 8-10 April 2025. Funding was approved in the 2025 Budget.

3. The Town Clerk informed council that the 2025 Fall Forum Training Event will be in Gander 16-17 October. Funding was approved in the 2025 Budget.

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**Committee Reports**

It was noted that the Rules of Procedures need to be reviewed and updated in accordance with ***An Act Respecting Towns and Local Service Districts*** which becomes effective January 1, 2025.

**Fire Department**

The two electric door operators to be installed at the Fire Hall Thursday for 4250.00 + 637.50 (HST) = 4887.50.

**Finance**

Town Clerk to attach the Finance Committee Minutes for the three meetings we had for preparing the 2025 Budget.

**Public Works**

1. Water Hook-up

In the Spring we need to look into putting in at least a 2" pipe for a resident on Mill Road. It is only a 3/4" pipe there and not big enough for two houses.

2. Development Application

A resident on Mill Road asked if they can cut across Mill Road for their septic outfall. It was recommended not to grant approval, because it is not their land and they will have to go for a different septic design.

3. Permanent Booths at Arthur Jackman playground

Councillor Butler estimated a cost of $4000.00 + taxes, labour and electrical for each unit.

4. Wharf

A part of the wharf has drifted down by Councillor Freake's residence. It is very dangerous to have boards floating around. The Town Manager to try to set up a meeting with Clifford Small to discuss this issue.

5. Flag Pole

Councillor Butler reported that this project is still in process.

**Recreation/Tourism & Special Events**

1. Santa Claus Parade

The Santa Claus Parade will be held on December 15, 2024 at 6:30 pm. The route will be from the bridge to the turn around by Clarence Best residence then back to the playground. We will light the tree and Santa will give out loot bags. The fire pits will be on for roasting wieners and marshmallows and there will be hot chocolate.

2. Senior's gifts

The senior's gifts will be delivered Saturday, December 14, 2024 at 1 pm by the Town of Northern Arm Council.

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**Regulations & Policy**

Accountability, Transparency and Communication Policy

Resolution 146-24 **R. Hannaford/S. Gosse**

Whereas the Town of Northern Arm acknowledges the value of accountability, transparency and communication between itself and the residents of the Town;

 Whereas the Town of Northern Arm acknowledges the expressed interest of residents in having an accountability, transparency and communication policy in effect; and

 Whereas the Town of Northern Arm acknowledges the value in

 having accountability, transparency and communication clearly

 stated in the form of a policy that requires action on behalf of the

 Town; therefore

Be it Resolved THAT the Town of Northern Arm implement the Accountability, Transparency and Communication Policy as presented; that it become effective immediately; and that the residents of the Town be made aware of this policy by posting it to the Town's bulletin board and in the Town Office as well as electronically if possible.

Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 B. Burt

 R. Hannaford

 **Motion Carried**

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**Adjournment**

Motion 147-24 **F. Butler/B. Burt**

 Be it Resolved THAT meeting now adjourn to meet again on Tuesday, January 14, 2025 at 7 p.m.

**Time 9:15 pm**

Ayes 7 Nays 0

 P. Chayter

 S. Gosse

 R. Fisher

 F. Butler

 M. Freake

 B. Burt

 R. Hannaford

 **Motion Carried**

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Mayor

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Town Clerk