

Minutes of regular council meeting held
at 7:00PM at May 22nd at the Eastport Town Hall

Attendance

Mayor Kimberly Powell, Deputy Mayor Monica Bull

Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull, Art Crisby

Staff: Chantal Lynch – Town Clerk/Manager, Admin Assistant- Chelsea Harris

Public Gallery – Barry Brown

1. Call to Order

The meeting was called to order at 7:00PM by Mayor Powell

2. Adoption of the Agenda

MOTION:	89-24
Proposed by:	David Decker
Seconded by:	Ben Patey
Resolved that the agenda be adopted as presented.	
In favour – 7(Mayor Kim Powell, Deputy Mayor Monica Bull, Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull, Art Crisby). Opposed – 0. Carried.	

3. Adoption of Regular Council Minutes

MOTION:	90-24
Proposed by:	Ben Patey
Seconded by:	Monica Bull
Resolved that the minutes of the Regular Council Meeting held on May 8 th , 2024, be adopted as presented.	
In favour – 7(Mayor Kim Powell, Deputy Mayor Monica Bull, Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull, Art Crisby). Opposed – 0. Carried.	

4. Business Arising

- a. Branding Eastport – waiting on official release from Road to the Beaches.

5. New Business

None at this time.

6. Finance/HR/Admin Committee Update

a.

MOTION:	91-24
Proposed by:	Ben Patey
Seconded by:	David Decker
Resolved that the following invoices be approved for payment as presented and reports tabled: Line of Credit April 2024 - \$430.06	

REGULAR COUNCIL MEETING - MAY 22ND, 2024 @ 7:00 P.M

Fire Dept: Cheque #1837-1851; \$2999.24
 General Account: Cheque # 10053 – 10075; \$50,293.01
 Quick Stats April 2024, Budget Variance Report

In favour – 7(Mayor Kim Powell, Deputy Mayor Monica Bull, Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull, Art Crisby). Opposed – 0. Carried.

b. Noted Chelsea Harris, Administrative Assistant, left the meeting at 7:04

MOTION:	92-24
Proposed by:	Ben Patey
Seconded by:	David Decker
Resolved that the Administrative Assistant position would be 28 hours a week beginning in September 2024, with a review for 2025 budget.	
In favour – 6(Mayor Kim Powell, Deputy Mayor Monica Bull, Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull) Councillor Art Crisby left the room during discussion and voting due to Conflict of Interest. Opposed – 0. Carried.	

Noted Chelsea Harris, Administrative Assistant and Councillor Art Crisby returned to the meeting at 7:11PM

c.

MOTION:	93-24
Proposed by:	Ben Patey
Seconded by:	Shannon Powell
Be it resolved that, on the recommendation of the Finance Committee the Town of Eastport will renew the 2023 tax recovery plan and adopt it for 2024:	
OBJECTIVE:	
The Town of Eastport's objective is to collect 100 % of outstanding accounts, deemed collectible, by December 31, each year and to write off outstanding balances that are considered uncollectible	
ACTION PLAN:	
- Current year's taxes will be invoiced in January and are due and payable when rendered. - Taxes will be overdue and subject to interest charges of 1.5% per month if unpaid by June 30th. - Statements will be issued monthly for accounts with balances owing after June 30th. - Taxpayers who are in arrears of prior years taxes, as of January 1st will be sent a Notice of Arrears and advised of options available for the collection of the amount(s) owing. - In situations where a taxpayer demonstrates sufficient need for leniency, a suitable payment arrangement will be accepted. This will be in the form of a signed document and will be monitored monthly at the Finance Committee Meeting. - Adjustments shall be applied by the clerk/manager, where supporting documents are provided, and where the action is supported by a motion of council. - Taxpayers are informed of suitable payment options, such as post-dated cheques, and are encouraged to use that method of payment if a lump sum payment is difficult to make. - Delinquent taxpayers will receive phone calls, where possible, reminding them of their overdue account.	

10. Council will immediately consider exercising the following tax collection options, should other options fail to achieve positive results:

- Discontinuation of services (*commencing April 30th of each year*);
- Submission of delinquent prior year accounts to a collection service (*by December 31st of following year*);
- Legal Action (*by December 31st of following year*);
- Tax sale of vacant land through legal consultation (*Six years from date account become overdue*);
- Attachment of wages (*by December 31st of following year*);
- Garnishment of rental income (*by December 31st of following year*);

MONITORING:

The Town of Eastport uses TownSuite accounting. Regular reports are provided to track collection activity. Copies of correspondence to delinquent taxpayers are kept on file. A report on any action taken in the form of telephone conversations, etc. will also be kept on file.

REPORTING TO COUNCIL:

Written reports from TownSuite accounting system are provided to each councillor on a regular monthly basis. Accounts receivable and collections to date are reviewed monthly. The Finance Committee, with the town clerk/manager, shall review in detail outstanding accounts requiring further action at least twice a year and shall recommend to council a course of action for recovery of difficult accounts receivable.

REPORTING TO MUNICIPAL AFFAIRS:

A report shall be submitted to the Department of Municipal Affairs by June 30th each year. This report shall identify the success to date of the town's tax recovery plan and the extent to which the plan's objectives have been met. Annual changes in tax receivables for prior years and the amounts recovered, along with the recovery activity utilized over the past year, will be included in the report.

Council has and will continue to earmark properties where tax sales will be implemented. Where situations of hardship have been demonstrated, we continue to work with property owners to work out payment plan arrangements.

In favour – 7(Mayor Kim Powell, Deputy Mayor Monica Bull, Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull, Art Crisby). Opposed – 0. Carried.

- d. Chairperson Councillor Ben Patey advised the job descriptions are completed. Agreement to have the job descriptions made available to council.

7. Committee /Liaison Reports

Communication Recreation Engagement and Social Committee advised the newsletter has been distributed.

No further updates

8. Town Clerk Manager Report

- a. Town Clerk Manager advised the Town has received \$750.00 grant for the Community Garden. Which has been used to repair plots.

b. Crown Lands Referral C 103255 –

MOTION:	94-24
Proposed by:	Art Crisby
Seconded by:	David Decker
Resolved that the Crowns Land Referral C 103255 be approved.	
In favour – 7(Mayor Kim Powell, Deputy Mayor Monica Bull, Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull, Art Crisby). Opposed – 0. Carried.	

- c. Beach Update – Chelsea Harris would be purchasing the toys to refill the Toy Library on Eastport Beach. The washrooms are up and running for the season, the cleaner has begun the daily schedule.
- d. Recreation Planner position – the position has been filled, and will begin May 27th.

9. Correspondence

- a. Damnable Trail, Board Meeting Minutes/Email from Denise Piercy – May 5th, 2024 – filed for information purposes
- b. Stephen Connolly, RCMP – May 13th, 2024 – filed for information purposes
- c. Targa NL - May 15th, 2024, May 18th, 2024 – filed for information purposes
- d. Jeremy Anstey- Request to operate sawmill - May 16th, 2024

MOTION:	95-24
Proposed by:	Art Crisby
Seconded by:	David Decker
Resolved that the request to operate a personal use bandsaw on 30 Baxter Drive be approved, subject to the sawmill being placed at the rear of the property.	
In favour – 7(Mayor Kim Powell, Deputy Mayor Monica Bull, Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull, Art Crisby). Opposed – 0. Carried.	

MOTION:	96-24
Proposed by:	Ben Patey
Seconded by:	David Decker
Resolved that the meeting adjourn at 7:49PM and the next Regular Council meeting would be scheduled for June 12 th , 2024 at the Town Hall.	
In favour – 7(Mayor Kim Powell, Deputy Mayor Monica Bull, Councillors: Shannon Powell, David Decker, Ben Patey, Roger Bull, Art Crisby). Opposed – 0. Carried.	

Kim Powell – Mayor

Chantal Lynch – Town Clerk/Manager