

# Minutes

A public meeting held at the Town of St. George's Town Hall on Thursday January 12<sup>th</sup>, 2023 with the following in attendance.

Mayor: Conrad White  
Deputy Mayor: Andy Tobin

Councilors: Joe Blanchard  
Sharon O'Neill Parsons  
Rhonda Sheppard  
William Vincent  
Jean Legge

Also present: Manager Danny Conway  
Town Clerk Jocelyn Deluney-King  
1 member of the public

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## Call to Order:

Mayor Conrad White called the meeting to order at 7:00 p.m., and welcomed all members of council, staff and the public present.

## Adoption of the agenda:

### Motion #23-01 Councillor R. Sheppard 2<sup>nd</sup> by Councillor S. O'Neill Parsons

Be it resolved that the council of the town of St. George's does adopt the agenda dated Jan 12<sup>th</sup>, 2023

**In Favor:7**

**Against: 0**

**Abstained:0**

## Adoption of the Minutes:

Motion #23-02 Deputy Mayor A. Tobin 2<sup>nd</sup> by Councillor J. Legge

Be it resolved that as there were no errors or omissions the Council of the Town of St. George's does adopt the minutes of the regular council meeting of December 8<sup>th</sup>, 2022 as presented

**In Favor: 7**

**Against:0**

**Abstained: 0**

## Delegate:

The meeting began with a delegate who has an issue with the town employees using his property to get to another property. The resident said that the maintenance workers have knocked out his core pins, they cleared out alders and brush on the road which created the ability for traffic to go through the back of his property. He said he has had this property for many years and has enjoyed the peace and quiet which now because of work done by the town has created a lot of noise for him and his wife. He wants the traffic stopped that is going through his property. He had emailed the manager and requested that any work cease on his property and also that no more town equipment go onto his property. He explained that the town maps should show his boundaries, it was suggested that maybe jersey barriers could be put down there to prevent traffic or dump so fill to stop the flow of traffic. Councillor Blanchard explained that the town is not in the business of building roads for residents to build homes as that is the responsibility of the owner. It was agreed that the town equipment would no longer use it when snowclearing they will have to back up and go around to the next lane.

## Action Report:

Business Arising from the minutes:

1. There is a request sent to Municipal Affairs for permission to apply for the increase to the LOC.
2. Information sent to Atlantic Edge Credit Union to start application for LOC increase but we still need the letter of approval from Municipal Affairs.
3. TownSuite vs Sage- It was suggested that the town look at changing the accounting program Town Suite to Sage office program as a means of cost saving. The office staff is responsible to make inquiries to find the price and what support that can be offered and how much time it will take to transfer the data from 1 program to the other. Most towns under 500 are using Sage , towns with over 1000 residents are using Town Manager or Town Suite, prices vary depending

on the services wanted, the office staff explained that support is great with Town Suite. Councilor Vincent said that Sage is very friendly to use, it would be easy to attract employees as this is offered at CONA in the form of night classes as well as during the Office and Business Programs. Sage is 25% less the price of what Town Suite is and many small businesses use it. Council suggested that someone be hired to enter the information from Town Suite to Sage. He suggested that we call CONA and they could possibly send a student that could do it as part of their training. This has been tabled for another meeting once council has all necessary information to make the final decision.

4. The discussion on paying the insurance in full from the last meeting continued at this meeting with the manager recommending continuing paying on a monthly payment schedule for the time being until we get the cash flow from receivables and the money expected from the government that we receive yearly. The manager explained that the savings of \$657 admin fee doesn't outweigh the savings of over \$3000 on loan interest that will be saved if we pay off loans instead. Council will decide in the coming months of what their decision on this matter.

5. Before a motion was made to adopt the audit of 2021 there was a lengthy discussion on some of the items on the audit. Councilor Vincent feels that the doubtful accounts are one of the biggest problems, there is \$130,000.00 in uncollectable revenue and it has been on the towns books for some 20+ years, it is time to start action on these accounts. It was decided that the finance committee will need to take 1 account at a time and address them to decide what course of action is best as its not a fix 1 fix all situation. The manager spoke to the auditor and was informed that if you write off any amounts in doubtful accounts, a motion of council is needed each time and it has to be in the year that the account is written off for the audit to reflect the loss. The long term plan to deal with the doubtful accounts will be the town begin the process of sending these accounts to small claims court, signs will be erected to inform persons who owe back taxes that the town has or may put this property up for auction to collect back taxes. When written off accounts are collected then that money is classified as revenue under bad debt recovery.

The manager gave an update regarding the letter that was sent to the minister<sup>4</sup> about review engagements vs audits. The letter from the minister stated that if the town were to use review engagements instead of audits the chances are the town wouldn't receive the moneys from the government or banks may not recognize this form of audit as a means of permitting the town to borrow money if requested. Councillor Vincent also added that in regard to the audit he agrees that the invoice to pay for the audit should be approved when received but any extra amount should be reviewed and ask questions as to what exactly is the extra work that the town is being charged.

There was some discussion on the BlueBerry festival entry that is still on the financial statements since 2012, the manager in discussion with Arthur Skinner explained that council has to make a motion to have it removed from the financial statements.

**Motion #23-03 Councillor J. Blanchard 2<sup>nd</sup> by Councillor J. Legge**

Be it resolved that the Council of The Town of St. George's does agree that the auditor will make a journal entry in the 2023 audit that will remove the Blue Berry Festival in Trust amount of \$40,847.00 from the financial Statements

**In Favor: 6**

**Against: 1**

**Abstained: 1**

**Motion#23-04 Councillor W. Vincent 2<sup>nd</sup> by Councillor J. Blanchard**

Be it resolved that the Council of the Town of St. George's has reviewed and does accept the audited financial statements from Brian Hillier, CPA, CA for the year ending December 31<sup>st</sup>, 2021 as presented.

**In Favor: 7**

**Against: 0**

**Abstained: 0**

**Motion #23-5 Councillor J. Blanchard 2<sup>nd</sup> by Councillor J. Legge**

Be it resolved that the town council of the Town of St. George's does ratify motion #22-228 of the privileged session from the December 8<sup>th</sup>, 2022 meeting which read: Be it resolved that the council of the Town of St. George's agree to hire LW Consulting to conduct the interviews that will see a new Casual Call in Town Clerk to be hired early in the new year.

The council of the Town of St. George's does accept the proposal from LW Consulting to conduct interviews for the position of Casual Town Clerk that was posted internally on December 19<sup>th</sup>, 2022 and then externally on January 25<sup>th</sup>, 2023 LW Consulting will work with council and the manager to recruit the most qualified and appropriate person to assist the with the towns objectives.

**In Favor: 7**

**Against: 0**

**Abstained: 0**

### **Finance**

Councillor Vincent suggested that the finance committee after reviewing the general invoices to be paid, the bank reconciliation and any other report given to the committee for approval be signed with any recommendations from them. All agreed this was an excellent idea.

#### **Motion#23-06 Councillor J. Blanchard 2<sup>nd</sup> by Deputy Mayor A. Tobin**

Be it resolved that Councillor Blanchard has reviewed all invoices and other payables for the month of December 2022, and does recommend approval of payment of General Invoices in the amount of \$61,053.64.

**In Favor: 7**

**Against: 0**

**Abstained: 0**

### **Projects**

Before the manager gave his report, he mentioned to council that there would be a procurement audit conducted soon to ensure that the town is following the rules and regulations regarding purchases.

Currently the town does not have any ongoing projects, the town is awaiting the capital works paving project which will see Hayes Lane, Chestnut Road and Farm Road see paving upgrades begin in the spring. Mayor White signed off on the project and it has been sent to tender. There was discussion on some of the homes that were build in the last couple of years that the Municipal Assessment Agency has not re-evaluated therefore the property taxes on these homes are incorrect. The office has sent these property addressed to Municipal Assessment Agency and are awaiting the results of the re-assessment.

### **Fire Department**

There were 5 incident report reported by the Fire Department in the month of December 2022, there was some discussion on the fire calls in the early morning during the winter months and snow clearing being an issue for the fire chief. Therefore, it was decided that all department heads would have their driveways plowed in the winter.

#### **Motion#23-07 Councillor W. Vincent 2<sup>nd</sup> by Councillor S. O'Neill Parsons**

Be it resolved that the council has voted that all department heads of the town of St. George's including the fire chief, will be provided snow-clearing.

**In Favor: 7**

**Against: 0**

**Abstained: 0**

### **Stadium**

There was a discussion on whether residents could use bike helmets while skating as we have had several complaints about persons not wearing helmets, the manager has checked with the insurance company on whether coverage would be in place if this was worn and the response to his question was " bike helmets are ok to wear", staff at the arena have been informed that anyone who refuses to wear any form of helmet are to be asked to leave the ice if they don't comply then the manager will send out letters to repeat offenders and they wont be permitted on the ice.

The stadium committee has asked if they could have more keys to access the building but for security reasons they will not be given any more than what was agreed upon in the beginning. Also they wanted to have the ability to use google docs to schedule ice time and events, it was explained that this isn't logical because they don't have access to the staff that have to be there if they schedule an unplanned event. Volunteers are not permitted to use the Zamboni or getting the ice surface ready for skating events. Another issue they had was if they could have access to the upstairs, it was explained that they have access to any part of the building as long as there isn't a paying event booked in the lounge. Councillor Blanchard stated that he doesn't understand why the committee is asking if they can use certain areas of the facility as they have a constitution which they should refer to.

### **Marina**

Councillor Vincent said he has noticed a vessel that is down by the marina and is concerned that in the event of high winds it could topple over and cause damage to the marina. Council agrees that the vessel owner should be contacted to have it removed from the area. Also some discussion on whether we could raise the size limit of permitted vessels, as 25 foot vessels are currently the size limit, Mayor White explained that this is the limit set by the Diversification Committee when the marina was opened and more work would have to be done to get bigger vessels into the dock.

### **Permits**

#### **Motion #23-08 Councillor S. O'Neill Parsons 2<sup>nd</sup> by Deputy Mayor A. Tobin**

Be it resolved that the committee has reviewed General Repairs permit # 1426 and does recommend approval as it adheres to town regulations.

**In Favor:7**

**Against: 0**

**Abstained: 0**

### **Unfinished Business**

Code of Conduct Training on January 23, 2023, office staff, councillor, fire department, and public workers will be taking part in this mandatory training. The office will be closed for the morning.

### **New Business**

Councillor Vincent brought up the issue of the town paying the vendor electronically, the town will begin the process of letting vendors know they can be paid by electronic means if that is what they prefer.

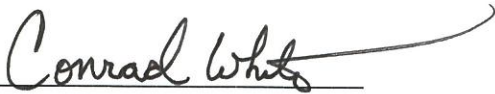
### **Incoming Correspondence**

Government of Newfoundland and Labrador- Request to Complete Review Engagement  
A letter was received back from Ministers office regarding the towns request that because of a shortage of auditors in Newfoundland and Labrador we would like to have a review engagement as opposed to an audit, the letter stated As per the Municipalities Act, 1999 an audit is required and no changes are anticipated at this time.

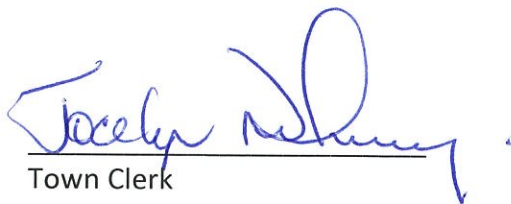
### **Adjournment**

#### **Motion#23-09 Councillor S. O'Neill Parsons 2<sup>nd</sup> by Councillor J. Legge**

Be it resolved that as there is no more business to discuss the meeting will now adjourn @ 9:08 p.m. and the next scheduled regular meeting of council will be Thursday, February 9<sup>th</sup>, 2023 @ 7:00 p.m.



Mayor



Town Clerk