



MINUTES
Council Meeting
August 19, 2025

Minutes of the Council meeting held in the Chamber Room at the Pilley's Island Municipal Complex on August 19, 2025, at 7:01pm.

Members Present:

Mayor Alex Vincent
Councillor Max Pittman
Councillor Ben Callahan
Councillor Wanda Seidl

Staff Present:

Brittany Colbourne (Town Clerk)

Residents: 1

ADOPTION OF AGENDA

Tomorrow's Town funding for food security earth sheltered greenhouses added under "New Business."

Motion 2025 – 46 Motion by Councillor Callahan/Pittman

BE IT RESOLVED that the August 19, 2025, Agenda be adopted with the addition noted above. Motion carried unanimously.

ADOPTION OF MEETING MINUTES

No errors or omissions reported.

Motion 2025 – 47 Motion by Councillor Callahan/Seidl.

BE IT RESOLVED to adopt the July 15, 2025, Minutes. Motion carried unanimously.

DELEGATE

None.

BUSINESS ARISING

a) Fire Hall Upgrades

- Council needs a plan showing dimensions of extension to be built on and a price estimate. Further communication required with Fire Department to determine exactly what needs to be included in the extension (i.e. washrooms, drying centre for gear, washing machine, meeting room, etc.).
- Councillor Callahan to check with contact Jennifer Whalen for possible funding to hire a consultant for the project.
- Councillor Pittman to talk with Kerry Tizzard about getting a drawing done for the extension.

b) Update on Walking Track Pavement Project

- Two quotes obtained for project read by Clerk. There are multiple options available to help fund the project. Town to consider utilizing Gas Tax funds for a portion as well as funds budgeted for "Parks, Playgrounds, and Trails." Councillor Seidl to check with Recreation Committee executive to see if they would use some of their allocation funds included in the Town budget. Pilley's Island Town Council has also received word from an anonymous donor that they would contribute \$5000.00 to the project as well. A combined effort to be used to pay for Walking Track project.

Motion 2025 – 48 Motion by Councillor Callahan/Pittman

BE IT RESOLVED that the Town accept quote No. 1088 from J & J Paving Limited for \$22,080 taxes included to prepare and pave around playground and into the disability swing. Motion carried unanimously.

- Town Clerk to correspond with J & J Paving to schedule the paving of the walking track at their earliest availability.

c) Municipal Plan Amendment No. 01, 2024 & Town Development Regulations Amendment No. 04, 2024

- Town of Pilley's Island Municipal Plan Amendment No. 01, 2024 as originally adopted on November 12, 2024, original copy signed by Mayor Alex Vincent and Clerk Brittany Colbourne.
- Town of Pilley's Island Developmental Regulations Amendment No. 04, 2024 as originally adopted on November 12, 2024, original copy signed by Mayor Alex Vincent and Clerk Brittany Colbourne.

Resolution 2025 – 05 Resolution by Councillors Seidl/Pittman

BE IT RESOLVED Under section 23 of the Urban and Rural Planning Act, 2000, the Town Council of Pilley's Island approves the Town of Pilley's Island Municipal Plan Amendment Number 01, 2024 on the 19th day of August 2025 as was originally adopted. Resolution carried unanimously.

Resolution 2025 – 06 Resolution by Councillors Callahan/Seidl

BE IT RESOLVED Under section 23 of the Urban and Rural Planning Act, 2000, the Town Council of Pilley's Island approves the Town of Pilley's Island Development Regulations Amendment Number 04, 2024 on the 19th day of August 2025 as was originally adopted. Resolution carried unanimously.

COMMITTEE REPORTS**a) Maintenance/Public Works**

- Kerry is still attempting valve isolation tests to detect the location(s) of possible leaks in the water lines.
- Clerk to contact Wilf Maloney and Chris Dohaney (Department of Transportation & Infrastructure) regarding issues with the water system requesting professional insight.
- Valve needs to be lifted, and patch fixed at the bottom of Bight Hill.
- Clerk to check with Kerry Tizzard and J & J for an estimate to fix patches of roads around town.
- Update on issues with the Municipal Building washrooms/septic system: Kerry was in and did work on the washrooms including removing a toilet to find blockage. No issues reported since repairs were completed, will continue to monitor.
- Council will consider allocating funds in the 2026 Budget to update washrooms in the Municipal Building.
- There may be an issue with the septic down in the Bight as there is occasionally a strong odor in that area. Town to investigate potential causes if it continues.
- Town to look into options for the Town's septic to cut down on waste entering the Town Harbour. Clerk to correspond with Wilf Maloney and Chris Dohaney to discuss options available.

b) Fire Department – Nothing to report.**c) Recreation**

- Recreation planning a Family Fun Day in September.
- Recreation's Summer Student (SEPS Program) is finished.

- Recreation Committee is concerned about dogs in the playground and owners not cleaning up after their pets. Recreation has ordered two signs stating “Dogs Not Permitted” in the playground.
- Councillor Seidl to confirm with Recreation if any tables need replacing by the Town.
- Town Council recommends more communication with the Recreation Executive to explain that Council takes responsibility for purchasing equipment such as tables, chairs, etc. for the building as needed.
- New doorknobs with locks have been installed in the kitchen storage rooms. Recreation has a key and Town Clerk has a key in office.

d) Green Bay Waste Authority

- Garbage shed rules and message to users to be laminated and posted.

e) Tourism

- Trail Assessment to be presented to each Town in the future. Trail Assessment is tailored for walking trails only, Pilley’s Island’s trail is multi-purpose, and it would be important to keep them this way.
- Crown Lands has responded to lands application for trail but the map they included had some errors. Town Clerk has emailed Crown Lands to have this fixed and is awaiting a reply.

FINANCES

- a) Financial update read by Town Clerk.
- b) Review payables/permission to pay the bills for the month of August.
- Invoice from Robert’s Driveway Sealing doesn’t match the quote previously given. Clerk to contact the business to get clarification.

Motion 2025 – 49 Motion by Councillors Callahan/Pittman.

BE IT RESOLVED to give permission to Town clerk to pay the bills for the month of August 2025 except the invoice provided by Roberts Driveway Sealing. Motion carried unanimously.

NEW BUSINESS

- a) A member of Council must be named Deputy Mayor.
- Mayor Alex Vincent called for any nominations for Deputy Mayor. Councillor Callahan nominates Wanda Seidl for Deputy Mayor. Nomination seconded by Councillor Pittman.
 - Mayor Alex Vincent called a second time for any nominations for Deputy Mayor. No nominations named.

- Mayor Alex Vincent called a third time for any nominations for Deputy Mayor. No nominations named.
 - Wanda Seidl accepted the nomination and is named Deputy Mayor by acclamation.
- b) Old blinds in Blackmore Hall have been removed and disposed of. Council all in agreement to not order any new window coverings.
- c) Poll Tax Exemption Request

Motion 2025 – 50 Motion by Callahan/Pittman.

BE IT RESOLVED to accept the individual's poll tax exemption request based on evidence given proving they were residing elsewhere when the invoices were issued. Motion carried unanimously.

- d) Reimbursement request by Councillor Callahan for travel expenses to attend Water/Wastewater Management Conference on behalf of the Town.
- Councillor Callahan states that he is abstaining from this matter and offers to leave the Chambers. Council members are fine with Councillor Callahan remaining in the chambers.
 - Councillor Callahan submitted the necessary expense claim form and all receipts amounting to \$693.68 for travel expenses. The NL Municipal Travel Fund reimbursed \$562.35 of those expenses leaving a \$131.33 difference.

Motion 2025 – 51 Motion by Deputy Mayor Seidl/Pittman

BE IT RESOLVED that the Town reimburse Councillor Callahan for the \$131.33 out of pocket expenses he incurred while attending the 2025 Water/Wastewater Conference. Councillor Callahan abstained from voting. Motion carried unanimously.

- e) Tomorrow's Towns Earth Sheltered Greenhouse funding opportunity. The Town may be interested in pursuing. Clerk to email requesting more details.

CORRESPONDENCE

- a) Email sent to Town requesting donation of the building for the Red Shoe Walk.

Motion 2025 – 52 Motion by Councillors Pittman/Callahan

BE IT RESOLVED that the Town waive the building rental fee for the Red Shoe Walk on September 20, 2025. Motion carried unanimously.

PERMITS GRANTED

4 permits granted since last meeting.

NEXT SCHEDULED MEETING

Next Council meeting to be held on September 16, 2025 @ 7:00pm.

ADJOURNMENT

Motion 2025 – 53 Motion by Councillor Callahan

BE IT RESOLVED that the meeting be adjourned at 9:04pm.

A handwritten signature in blue ink, appearing to read "Brittany Colbourne", written over a horizontal line.

Town Clerk – Brittany Colbourne

A handwritten signature in blue ink, appearing to read "Alex Vincent", written over a horizontal line.

Mayor – Alex Vincent