

TOWN OF PORT REXTON
Minutes
Regular Council Meeting
Wednesday, November 12, 2025
6:30pm

Meeting held in the Recreation Room

Present at the meeting were:

Mayor Chris Kelly	Deputy Mayor Colette Churchill-White
Councillor Penny Vivian-Penney	Councillor Janice Hayward
Councillor Madelyn Jill White	Councillor Christine Hiscock

Staff Present: **Town Clerk/Manager: Cathy Piercey**
 Office Assistant: Tina Toope

Regrets: Councillor Eldon Bannister

Visitors: Patricia Connolly, Carol Osmond

Mayor Kelly called the council meeting to order at 6:30 pm and asked for the adoption of the agenda for this meeting. Note: Judy Cullen who was delegated to speak at the council meeting called November 12, 2025 at 2:05 pm to withdraw her name.

MOTION #97 – 2025 – Hayward/Hiscock ; resolved that the agenda for this meeting shall be adopted as presented. All six members present in favour, resolution carried.

Mayor Kelly then asked if there are no errors or omissions, for a motion to adopt the minutes of the regular council meeting held on September 10, 2025.

MOTION #98 - 2025 – White/Churchill-White; resolved the adoption of the minutes of the regular council meeting held on September 10, 2025. All six members present in favour, resolution carried.

Mayor Kelly then asked if there are no errors or omissions, for a motion to adopt the minutes of the priveleged council meeting held on October 9, 2025.

MOTION #99 - 2025 – Hiscock/Vivian-Penney; resolved the adoption of the minutes of the priveleged council meeting held on October 9, 2025. All six members present in favour, resolution carried.

Mayor Kelly then asked if there are no errors or omissions, for a motion to adopt the minutes of the priveleged council meeting held on October 27, 2025.

MOTION #100 - 2025 – Hayward/White; resolved the adoption of the minutes of the priveleged council meeting held on October 27, 2025. All six members present in favour, resolution carried.

REPORTS AND BUSINESS ARISING

Fire Department

No one from the fire department was in attendance. Going forward Mayor Kelly will be attending fire department meetings as much as possible. Councillor Hayward reported the Recreation Committee partnered with the Fire Department to have the bonfire on the beach on November 10, 2025. Also, it was brought to her attention that their helmets need to be replaced. Was mentioned a neighboring Fire Department may have received grant money for fire department equipment. Will do some research and update later.

Heritage Society

No one from the heritage society was in attendance. Councillor Churchill-White has agreed to be on the committee.

Recreation Commission

Councillor Hayward reported the long awaited bonfire on Robin Hood beach took place on November 10, 2025. There was a good number of children/people in attendance. They provided snacks/refreshments for the children. Hoping to make it an annual event for around bonfire night. Will not be planning anymore bonfires for summertime. The Christmas Tree Lighting is planned for December 3, 2025 at 6pm at the fire hall. They will be providing hot chocolate/cookies for the children. Mentioned it would be nice to have some Christmas lights on some of our buildings around town. Council was in agreement and gave the go ahead for the town clerk to purchase some Christmas lights. Also discussed the need for some new signage around town to better direct people of our popular attractions. Will form a committee to undergo this project. Slight change in the executive as Nicole Duffett has taken a leave of absence so Janice Dewling is now the secretary.

Waste Site

Mayor Kelly reported there are a few issues at the waste site;

- Large quantity of old tires with rims. Recycling people will not take them away with rims attached. Was told to bury them. Did a quick check into this and not allowed to bury tires. Will have to come up with a different solution. Suggested we get a sign displayed at the waste site no more tires/rims accepted. Town clerk to order.
- Lot of old ropes/nets from mussel farm that need to be dealt with.
- Lot of rats again. Time of the year plus people dumping moose bones/hides is not helping the matter. Orkin are still doing their monthly visits checking traps and monitoring the area.

Hike Discovery

Nothing to report. They are going through a restructuring process and hoping to have a new board in place in the new year. Will follow up later.

Otter House

Mayor Kelly and Councillor Hiscock have agreed to be on the committee. Councillor White said there is a board meeting on November 13, 2025. Will update later.

Ongoing Business

- The request for funds from the Skerwink Trail Committee account was discussed again in great length. Council still feel they have many unanswered questions so the funds will not be released at this time. Council has requested the town clerk send a letter to John Vivian outlining what is required in order for this transaction to take place.

- Mayor Kelly gave Carol Osmond permission to speak regarding the alternate trail route proposal. Carol and her group (4-6 people) has requested a meeting with the new Council only to discuss the matter. Councillor Hayward and the rest of the councillors have agreed they are willing to meet with these people for a civil meeting and they will not tolerate any unprofessional behaviour. Meeting date/time to follow.

CORRESPONDENCE

- A circular from OPIC regarding ATIPP and resources available from OPIC. Filed.
- A request from RNC looking for a donation for their Crime Prevention Guide. Council feel they would like to keep their donations to our own local area. After a brief discussion;

MOTION #101 - 2025 – Hiscock/Vivian-Penney; resolved that Council will not be donating to the RNC Crime Prevention Guide this year. All six members present in favour, resolution carried.

- An invitation for councillors (new and old) to attend an ATIPP mandatory orientation training session to be held November 28, 2025 in Clarendville. Councillors to register on-line.
- Information sheet for Oil/Coolant Containers Recycling Program that could be used at the Waste Site. Town Clerk to check into for more information. Update later.
- E-Mail from Hike Discovery giving an update on funding received from ACOA, work being done on the various trails, restructuring their number of board directors and recruitment process for new members. Filed.
- Copy of the 2025 Budget was distributed to the councillors to get themselves familiarized with the process for the upcoming budget decisions. Discussion to take place at a later meeting.

FINANCES

The financial summary for September 1 - 30, 2025 that was included in Council member's meeting documents was briefly discussed.

Expenses

September Invoices Paid:	\$3,202.16
Pre-Authorized Payments/Payroll:	<u>\$12,340.49</u>
Total	\$15,542.65

Revenue

September 1 - 30 , 2025 Income: Property Taxes, CSJ Grant, Fees (Rentals, N.Fees, Permits)	Total	\$8,476.03
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General Account Bank Balance September 30/2025: \$80,734.28

The **September Budget Revenue/Expense Summaries** distributed to Council was discussed at some length and questions asked/answered on various parts of these reports. Regarding these reports and the foregoing financial report a motion was made.

MOTION #102 – 2025 – White/Hayward; resolved the acceptance of all monthly financial reports, the approval for payment of all regular monthly bills, and confirms payment of related invoices as submitted that have been paid to date. All six members present in favour, resolution carried.

The financial summary for October 1 - 31, 2025 that was included in Council member's meeting documents was briefly discussed.

Expenses

October Invoices Paid:		\$19,886.30
Pre-Authorized Payments/Payroll:		\$15,318.46
	Total	\$35,204.76

Revenue

October 1 - 31 , 2025 Income:	Total	\$29,933.83
Property Taxes, MOG		

General Account Bank Balance October 31/2025: \$78,988.11

The **October Budget Revenue/Expense Summaries** distributed to Council was discussed at some length and questions asked/answered on various parts of these reports. Regarding these reports and the foregoing financial report a motion was made.

MOTION #103 – 2025 – Vivian-Penney/Hiscock; resolved the acceptance of all monthly financial reports, the approval for payment of all regular monthly bills, and confirms payment of related invoices as submitted that have been paid to date. All six members present in favour, resolution carried.

GENERAL BUSINESS

- Site Specific Safety Plan. This SSSP is a required plan which must be completed each year to the specifications of the Department of Transportation and Infrastructure Depot and approved by that department in order for the snow-clearing contractor to be able to pick up salt and sand mixture for our local roads during the winter season. The plan has been prepared and the required inspection documents and certifications attached for Council resolution of approval for submission.

MOTION #104 – 2025 – Churchill-White/White; resolved the approval of the Site Specific Safety Plan as presented, and the Town Clerk will submit the plan to the Department of Transportation and Infrastructure Depot as per the required procedure. All six council members present in favour, resolution carried.

- Canada Summer Jobs application window is open to apply for a student/worker for the 2026 summer season. Age range is 15-30 years. Deadline to apply is December 11, 2025. After a brief discussion council decided to go ahead and apply for a worker.

MOTION #105 – 2025 – Hiscock/Penney; resolved the approval for the Town Clerk to submit a CSJ application for a worker for the 2026 summer season. Deadline to apply is December 11, 2025. All six council members present in favour, resolution carried.

NEW BUSINESS

- Mayor Kelly addressed an ongoing concern by local residents over boats around the Slipway in Devil's Cove. There are boats there in very poor condition and some are blocking the launch pad area which makes it difficult for other boats using the slipway. Suggested a letter be sent to the boat owners letting them know they will have 30 days to get the boats removed. In the event the town has to do the removals all cost will be charged directly to the boat owners. Follow up and update later.

- Councillor White has volunteered to update our Emergency Response Plan. After last summer's devastation across the province the ERP is a way for the appropriate people to be able to communicate with the town in the event of an emergency. Councillor Hiscock has agreed to help with the project.

- Mayor Kelly mentioned that the Port Rexton Area Lions Club may be shutting down next year. Will follow up with a Lions Club member to confirm and update later.

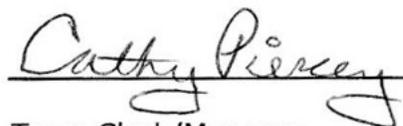
- Brief discussion on the town's website page. Information needs to be updated. Councillor White has offered to work with the Dean (former Mayor) on updating and taking over the town's website page. Also, Lois (former Town Clerk/Manager) is still updating our Facebook page which Councillor White has offered to take over and maintain as well.

- Councillor White reported that BEDA are now active again. She is a member of the board and Beryl Fisher is our representative for Port Rexton. They are working on a Facebook page to be up and running soon. They have suggested for Christmas this year to have a Christmas decorating contest for all the residents of Trinity Bight. After a brief discussion Council thought it was a good idea for all communities to participate.

Being no further business the meeting adjourned at 7:51 pm on a motion, **2025 - #106 (White/Churchill-White)**. Next regular council meeting December 10, 2025.



Mayor
Chris Kelly



Town Clerk/Manager
Cathy Piercey