

**Municipality of Trinity Bay North  
Regular Council Meeting November 22, 2022**

**Minutes of a regular meeting of the Council of the  
Municipality of Trinity Bay North, held in the  
Town Hall, November 22, 2022**

<i>Members Present</i>	Mayor	David Bartlett
	Deputy Mayor	Dean Lodge
	Councillors	Albert Johnson
		Doreen Rumbolt
		Pauline Stagg
		Terence Stead
	Jane Tucker	

<i>Also Present</i>	Town Clerk	Valerie Rogers
	Town Manager	Darryl Johnson

**CALL TO ORDER**

A quorum being present Mayor Bartlett called the meeting to order at 5:02p.m.

**ADOPTION OF AGENDA**

*Motion #2022-11-22-5852 – Stead/Stagg*

*Be it resolved the agenda be adopted as presented.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

**ADOPTION OF MINUTES**

**Regular Meeting of November 8<sup>th</sup>, 2022**

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of November 8<sup>th</sup>, 2022 which had been circulated with the agenda.

*Motion #2022-11-22-5853 – Johnson/Stead*

*Be it resolved the minutes of the November 8<sup>th</sup>, 2022 regular meeting of council be adopted as presented.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

**BUSINESS ARISING FROM MINUTES**

VR      edB

## Thompson Pond Park

### *Motion #2022-11-22-5854 – Stead/Johnson*

*Be it resolved the Mayor be given permission to discuss the status of Thompson Pond Park development thus far to Glenn Mackey and Doug Brown.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

## Letter to T&I – Status of Questions

### *Motion #2022-11-22-5855 – Lodge/Stead*

*Be it resolved the Mayor write a letter to the Department of Transportation and Infrastructure on behalf of council.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

## Seek input from business owners regarding promotion for tourism season

### *Motion #2022-11-22-5856 – Rumbolt/Johnson*

*Be it resolved the Tourism/Economic Development Committee be given permission to contact the local businesses to see if council can help in any way to promote their business.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

## DELEGATION

Fire Chief Andrew Rumbolt had requested to be a delegation at the meeting but due to the meeting date change, it conflicted with the fire department meeting therefore the Town Clerk presented a letter from him containing the wish list of items they wanted to be added for consideration for our budget review. *Mayor Bartlett and Councillor Johnson to address all issues and report them to the Finance Committee.*

## TOWN CLERK'S REPORT

### **Bills**

The Town Clerk presented the bills for payment in the amount of \$30,196.50 and opened the floor for any questions.

VR WB

Councillor Stead had a concern regarding the invoices received from Atlantic Technical Services Limited totaling \$18,421.38.

***Motion #2022-11-22-5857 – Stead/Lodge***

***Be it resolved the \$18,421.38 expenditure for Atlantic Technical Services Limited be reviewed by the Finance Committee for recommendations through the Human Resources if necessary.***

***In favour 7 {Mayor Bartlett, Deputy Mayor Stead, Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried***

Due to the fact, there were invoices submitted for payment from Rogers Service Ltd., Councillor Lodge declared himself in a conflict of interest as the owner is his spouse's brother and departed the meeting at 5:56p.m.

***Motion #2022-11-22-5858 – Johnson/Rumbolt***

***Be it resolved the invoices from Atlantic Technical Services Limited be extracted out of the bills for payment to be reviewed by the Finance Committee and the remainder of the invoices that were submitted for payment be paid in the amount of \$11,775.11.***

***In favour 6 {Mayor Bartlett, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried***

Councillor Lodge returned to the meeting at 5:58p.m.

**TOWN MANAGER'S REPORT**

The Town Manager gave an update on the following topics: Service NL inspection on Lookout Park bathrooms, Crosswalk Light, Potholes – Little Catalina Post Office, Update on Water Systems Improvement Project, Park Attendant position, and Emergency Plan.

He also stated that he received an email from Dennis Vardy advising that due to the constant increases in diesel fuel he has to charge an extra \$100 per week for garbage collection. Councillor Stead stated he had a concern with the Town Manager's email request for approval to increase the payment due for our existing garbage disposal contract, as he believes it could possibly constitute a breach of the Procurement Act.

***Motion #2022-11-22-5859 – Stead/Tucker***

***Be it resolved the Town Manager explain the situation to the Procurement Agency and seek their advice on how to properly process Vardy's request for an increase in cost to the existing unsigned/outdated***

NR AB

*garbage collection contract and that he work with the Finance Committee to provide follow-up recommendations as soon as possible.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

### **FINANCE**

Minutes of a meeting held on November 8<sup>th</sup>, 2022 were enclosed for council's perusal.

#### **Legal advice on a resident's complaint on tax bill for land not owned**

*Motion #2022-11-22-5860 – Stead/Johnson*

*Be it resolved that council support the Town Clerk's recommendation that no return of taxes already paid be approved and the Town Clerk provide a letter advising the resident to that effect.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

#### **MAPA letter on budget reporting deficiencies**

*Motion #2022-11-22-5861 – Stead/Lodge*

*Be it resolved the Town Manager investigate the legislative concerns as indicated in the MAPA letter dated October 18<sup>th</sup>, 2022, and provide a written report to council through the Finance Committee outlining the reason for each of the deficiencies with recommendations to prevent similar issues in the future. The Town Manager's report is to be submitted through the Finance Committee for council review no later than December 2<sup>nd</sup>, 2022.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

*Motion #2022-11-22-5862 – Stead/Rumbolt*

*Be it resolved the Town Clerk complete a records search to determine whether the town received similar letters like the MAPA letter dated October 18, 2022, in the previous five (5) years and provide any copies of other letters found to council through the Finance Committee no later than December 2, 2022.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

#### **Capital Expenditures for 2023**

*VR WB*

***Motion #2022-11-22-5863 – Stead/Lodge***

*Be it resolved the Town Manager and Town Foreman provide both the Finance Committee and Public Works Committee a consolidated list of all forecasted Capital Expenditures for 2023 no later than December 2<sup>nd</sup>, 2022.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Stead, Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried*

**Loan for new dump truck**

Councillor Stead expressed his concern that no request for ministerial approval from the Department of Municipal and Provincial Affairs was requested to borrow the \$225,000 necessary to purchase a new dump truck in either 2020 or 2021 as required through the Municipalities and Procurement Acts.

***Motion #2022-11-22-5864 – Stead/Tucker***

*Be it resolved the Town Clerk request a special meeting of the Council as soon as she has the three (3) bank quotes needed to support Council discussion on a request for ministerial approval from the Department of Municipal and Provincial Affairs to borrow \$225,000.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

***Motion #2022-11-22-5865 – Stead/Rumbolt***

*Be it resolved the Town Manager and Town Clerk complete a draft 2023 operating budget and distribute an email copy to the Finance Committee for initial review by December 2, 2022.*

*In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried*

**Employee Bonus*****Motion #2022-11-22-5866 – Johnson/Stead***

*Be it resolved that in the absence of the Town Manager while he was on sick leave the Town Clerk be given \$800, the Acting Town Clerk \$300, and the Town Foreman \$300 because of their role in taking on extra duties.*

The voting was delayed to accommodate a privileged meeting whereby the Town Manager, Town Clerk and Councillor Rumbolt was asked to leave @ 6:33p.m.

Councillor Tucker departed the meeting at 6:33p.m. due to a prior commitment.

***Motion #2022-11-22-5867 – Stead/Stagg***

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*Be it resolved we move into a privileged meeting at 6:33p.m.  
In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stagg, Stead} Opposed 0; Motion Carried*

The Town Manager and Town Clerk returned to the meeting.

*Motion #2022-11-22-5868 – Stead/Stagg*

*Be it resolved we move back into the regular meeting at 6:56p.m.  
In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stagg & Stead} Opposed 0; Motion Carried*

The vote was then conducted for Motion #2022-11-22-5866

*In favour 2 {Councillors Johnson & Stagg}; Opposed 3 {Mayor Bartlett, Deputy Mayor Lodge & Councillor Stead}; Motion defeated*

*Motion #2022-11-22-5869 – Lodge/Stead*

*Be it resolved this year all employees be given a \$100 bonus with the exception of the Town Clerk who shall be given \$500 and the Acting Town Clerk and Town Foreman be given \$250.00.  
In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stagg & Stead} Opposed 1 {Councillor Johnson}; Motion Carried*

Councillor Rumbolt returned to the meeting at 7:03p.m.

### **HUMAN RESOURCES**

Minutes of a meeting held on November 14<sup>th</sup> & 15<sup>th</sup>, 2022, were enclosed for council's perusal with the following topics discussed:

- 1) Council committee concerns
- 2) Employee Bonus's

Councillor Rumbolt declared herself in conflict of interest and departed the meeting at 7:15p.m. as her son is an employee of the town.

A discussion arose regarding conflict of interest and bias situations. It was decided that questions of that nature be compiled and reviewed by the council, and sent to the Town Clerk who would then forward them for legal advice.

*Motion #2022-11-22-5870 – Lodge/Stead*

*Be it resolved we develop and roll out an Incentive Based Program for future years.*

*VR WB*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stagg & Stead} Opposed 0; Motion Carried*

Councillor Rumbolt returned to the meeting at 7:16p.m.

3) Concerns regarding pictures/communication NL Tourism

*Motion #2022-11-22-5871 – Lodge/Stead*

*Be it resolved we defer this topic regarding the pictures to the next regular council meeting.*

*In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried*

4) Town Manager's Contract

5) Use of personal emails or devices for council business

6) Extension of budget

7) Parks & Recreation position

**Recommendation**

*The Town Manager and Town Clerk check with WorkplaceNL to determine the best way forward for the next steps for a possible return to work.*

8) Safety Meeting

It was decided to defer Human Resources to a special meeting of council to discuss some topics from their meeting.

**PUBLIC WORKS**

Minutes of a meeting held on November 15, 2022 were enclosed for council's perusal with the following topics discussed:

1) Municipal Infrastructure Projects

2) Other projects

3) Roads (problem areas)

**Recommendation**

*Town staff to address when time allows*

4) Insurance on town buildings (*needs done asap*)

5) Tenders for town equipment and services

**Recommendation**

*Award the dump truck tender to the highest bidder and disclose current condition details to the bidder.*

*RE WB*

***Motion #2022-11-22-5872 – Lodge/Stagg***

*Be it resolved the Public Works Committee complete a detailed list of upgrades needed to the Town Hall and Catalina Public Building. When the list is completed hire or if unable to hire, issue a tender to provide quotes only for work to be completed on the Town Hall and Catalina Public Building.*

*In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried*

- 6) Waste Management
- 7) Department of Transportation and Infrastructure
- 8) Ability Employment Corporation

**Recommendation**

*Get a Letter of Understanding signed by the union employees.*

- 9) Other topics
  - Alder bushes

Councillor Stead expressed his concern that our town workers cannot perform the brush clearance necessary to maintain the safety of our public road.

***Motion #2022-11-22-5873 – Lodge/Johnson***

*Be it resolved by the 23<sup>rd</sup> of November we write the owner of the car wrecks on Church Road in Little Catalina advising that arrangements are being made to remove wrecks at the owners' expense.*

*In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried*

**RECREATION/PARKS/PLAYGROUNDS**

Minutes of a meeting held on November 4<sup>th</sup>, 2022, were enclosed for council's perusal with the following topics discussed:

- 1) Christmas Fundraiser
- 2) Multipurpose/Outdoor Rink
- 3) Active Living Application
- 4) Future Recreation Events
- 5) Other
- 6) Budget

***Motion #2022-11-22-5874 – Stead/Johnson***

*Be it resolved we accept the budget submitted from the Recreation Committee as submitted.*

*VR WB*



*In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried*

Councillor Stead wanted in noted in the minutes that resident Sherry Burry received a Canadian Armed Forces Marksmanship Badge. This badge is awarded to members of the CAF who demonstrate exceptional shooting capability during annual practical shooting skills testing. Corporal Burry joined the Canadian Armed Forces as a Canadian Ranger and is currently serving as a member of the “Bonavista Canadian Ranger Patrol with the 5<sup>th</sup> Canadian Ranger Patrol Group”.

*Motion #2022-11-22-5875 – Stead/Johnson*

*Be it resolved council start “a good news/local accomplishment promotion effort” on TBN News & Views encouraging residents to publish local achievements.*

*In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried*

*Motion #2022-11-22-5876 – Stead/Stagg*

*Be it resolved the Town Clerk post a picture of Corporal Sherry Burry being awarded a Canadian Armed Forces marksmanship badge with a short explanation of the award on TBN News and Views.*

*In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried*

### **TRAILS**

Nothing to report.

### **FIRE DEPARTMENT**

Nothing to report.

### **TIDY TOWNS**

Nothing to report.

### **TOURISM/ECONOMIC DEVELOPMENT**

Nothing to report.

### **WATER RESOURCES**

Nothing to report.

VR DB

**LAND**

Councillor Tucker submitted her report of the Stewardship Association of Municipalities Fall business meeting she attended from October 14-16, 2022.

**HEALTH**

A report was presented advising a representative from Eastern Health reached out via email suggesting November 28<sup>th</sup> as the date to come to our region to revamp the Citizen's Advisory Committee on Health. The meeting will take place at the Frank Power Chalet at 6:30p.m. and representatives from municipalities and LSDs will be invited to attend. Also, five representatives from Eastern Health will be in attendance.

**LIAISON REPORTS**

**Sir William F. Coaker Heritage Foundation**

Nothing to report.

**Wharf Committee**

***Motion #2022-11-22-5877 – Stead/Johnson***

***Be it resolved the Public Works Committee add the cost share necessary to complete the Blackmores Cove Restoration/Preservation project to their 2023 Capital Expenditure plan.***

***In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried***

**Peaches Cove-Green Bay Development Inc.**

***Motion #2022-11-22-5878 – Stead/Lodge***

***Be it resolved the Peaches Cove-Green Bay Development Inc. liaison inform the Committee that the Director of Tourism informed the council of serious concerns with the project from both the Geo Park and Hike Discovery and explain the council's efforts to look into the situation.***

***In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried***

**Bonavista Peninsula Branch Line Association**

Nothing to report.

**Hike Discovery**

VR AB

Nothing to report.

### **Discovery Geopark**

Nothing to report.

### **Crime Prevention**

Nothing to report.

## **CORRESPONDENCE**

1. A letter was received from the Port Union Lions Club seeking a donation towards their Santa Claus Parade taking place on December 3<sup>rd</sup>.

Deputy Mayor Lodge declared himself in a conflict of interest as his father is a member of the Port Union Lions Club. He departed the meeting at 7:55p.m.

*Motion #2022-11-22-5879 – Stagg/Johnson*

*Be it resolved we donate \$100.00 to the Port Union Lions Club towards the distribution of goodie bags at their Santa Claus Parade.*

*In favour 5 {Mayor Bartlett, Councillors Johnson, Rumbolt, Stagg & Stead}  
Opposed 0; Motion Carried*

Deputy Mayor Lodge returned to the meeting at 7:56p.m.

## **NEW BUSINESS**

### **Christmas Light Up**

*Motion #2022-11-22-5880 – Lodge/Stead*

*Be it resolved to encourage the Spirit of Christmas and more community involvement, Trinity Bay North has decided to change the structure of the Christmas Light up this year as follows: prize for Best Decorated Home, Best Decorated Business, Best Light Display, and a People's Choice Award. Winners will receive prize money to be donated to a charity of their choice.*

*In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg & Stead} Opposed 0; Motion Carried*

## **NOTICES OF MOTION**

None

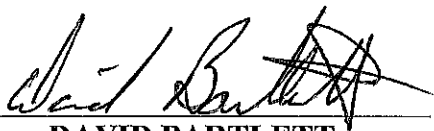
## **ADJOURNMENT**

*VR AB*

*Motion #2022-11-22-5881 – Stagg*

*Be it resolved the meeting adjourn and be continued on Tuesday,  
December 13<sup>th</sup>, 2022.*

The meeting adjourned at 8:10p.m.



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**DAVID BARTLETT  
MAYOR**



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**VALERIE ROGERS  
TOWN CLERK**