

**Municipality of Trinity Bay North
Regular Council Meeting February 27, 2024**

**Minutes of a regular meeting of the Council of the
Municipality of Trinity Bay North, held in the
Town Hall, February 27, 2024**

<i>Members Present</i>	Deputy Mayor Councillors	Dean Lodge Doreen Rumbolt Pauline Stagg Terence Stead
<i>Absent</i>	Mayor	David Bartlett Albert Johnson
<i>Also Present</i>	Town Clerk Town Manager	Valerie Rogers Darryl Johnson

CALL TO ORDER

A quorum being present Deputy Mayor Lodge called the meeting to order at 4:34p.m.

ADOPTION OF AGENDA

Motion #2024-02-27-6435 – Stead/Rumbolt

Be it resolved the agenda be adopted as presented.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

ADOPTION OF MINUTES

Regular Meeting of February 13, 2024

Deputy Mayor Lodge asked if there were any errors or omissions in the minutes of the regular meeting of February 13, 2024 which had been circulated with the agenda.

Motion #2024-02-27-6436 – Rumbolt/Stead

Be it resolved the minutes of February 13, 2024 regular meeting of council be adopted as presented.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Special Meeting of February 16, 2024

VR AB

Deputy Mayor Lodge asked if there were any errors or omissions in the minutes of the special meeting of February 16, 2024 which had been circulated with the agenda.

Motion #2024-02-27-6437 – Stagg/Rumbolt

Be it resolved the minutes of February 16, 2024 special meeting of council be adopted as presented.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

BUSINESS ARISING FROM MINUTES

Action list updated

AIM Network

Councillor Stead expressed concern that there has been no detailed staff review or follow-up report to council regarding the more than \$68,000 project to develop a municipal Asset Management Plan despite receiving the draft document in September 2023.

Motion #2024-02-27-6438 – Stead/Rumbolt

Be it resolved the Town Manager complete a detailed review of the draft Asset Management Plan in collaboration with at least one member of the Finance Committee and Public Works Committee as soon as possible.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Street Lights

The Town Manager explained that the limited amount of cost savings will not justify the loss of service and safety to residents.

Coaker Foundation

The Economic Development Committee met with Coaker to discuss and support possible future funding applications.

Motion #2024-02-27-6439 – Stead/Stagg

Be it resolved we move into a privileged meeting at 5:04p.m.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Motion #2024-02-27-6440 – Stead/Stagg

Be it resolved we move back into the regular meeting at 5:10p.m.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

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TOWN CLERK'S REPORT

Bills

The Town Clerk presented the bills for payment in the amount of \$31,544.12 and opened the floor for any questions.

Motion #2024-02-27-6441 – Stead//Rumbolt

Be it resolved the bills submitted for payment in the amount of \$31,544.12 be approved.

In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0; Motion Carried

TOWN MANAGER'S REPORT

The Town Manager provided a written report on items he's been working on since the last meeting.

Water System Improvements Project

Councillor Stead expressed concern that the deadline is about to expire for the Water System Improvements project with no confirmation that the deadline was extended as requested. He requested that the Town Manager make every effort to contact a person in a position of authority to confirm in writing that the extension and additional project funding are approved by February 28, 2024.

Water Feasibility Study

Councillor Stead expressed concern that the timeline for completion of the Water Feasibility Study remains unclear. The Town Manager was asked to request an estimated timeline for project stage completion and to provide details to council for the next regular council meeting.

Catalina Seawall Project

Councillor Stead expressed concern that there was no on-site liaison between town staff and the project engineering team for the Catalina Seawall project, which may have resulted in a misinterpretation of the original project intent. To ensure project design development is completed in accordance with Council's original intent, he requested that council confirm their intent for project completion directly to attending staff and councillors.

Motion #2024-02-27-6442 – Stead/Rumbolt

Be it resolved the Town Manager work towards the following council intent for the Catalina Seawall project: the replacement of the seawall, the adjoining road, and all subsurface infrastructure from 100 Main Street to the lift station next to 119 Main Street as well as the installation of an effective sidewalk/curb and gutter drainage system.

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*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Crown Land (License to Occupy)

Councillor Stead expressed concern that there is still no approved License to Occupy (LTO) Crown Lands for either the Arch Rock trail or Lookout Park. If not completed in time for the summer Job Creation Programs, there is a possibility that no work programs will be permitted in these areas this summer. With this in mind, the Town Manager was requested to contact Crown Lands in an urgent effort to obtain LTO approvals before the spring application process begins.

FINANCE

Scheduling of Future Finance Meetings

Councillor Stead expressed concern that there is potential for unnecessary financial cost to the town because administrative staff are unable to complete financial committee-related tasks or schedule routine financial meetings. He believes that the finance committee cannot perform its mandated task until this issue is resolved.

Motion #2024-02-27-6443 – Stead/Rumbolt

Be it resolved up to 6 of the 12 hours per month of paid executive staff overtime be scheduled to support outstanding financial tasks until the financial management backlog is resolved and the administrative staff can return to routinely scheduled meetings.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Debit Machine Fees

Councillor Stead expressed concern that the most recent municipal audit indicated a previously unknown cost to the town for the use of personal credit cards. Unfortunately, this issue is related to a prolonged breach in the Procurement Act resulting from a failure to follow effective financial management procedures which resulted in a significant and unnecessary financial cost to the town.

Motion #2024-02-27-6444 – Stead/Stagg

Be it resolved we move into a privileged meeting at 6:04p.m.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Motion #2024-02-27-6445 – Stead/Rumbolt

Be it resolved we move back into the regular meeting at 6:15p.m

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

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Motion #2024-02-27-6446 – Stead/Stagg

Be it resolved the Town Manager initiate a procurement file to establish a new point of sale contract in accordance with the Procurement Act and he call a special meeting of Council to discuss his recommendations as soon as reasonably possible to resolve this issue.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Town Manager's Travel Claims**Motion #2024-02-27-6447 – Stead/Rumbolt**

Be it resolved the Town Manager's mileage claim for \$108.52 be paid as presented.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Motion #2024-02-27-6448 – Stead/Rumbolt

Be it resolved the Town Manager's mileage claim from December 15, 2023 to February 13, 2024 in the amount of \$601.95 be paid as presented.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

PUBLIC WORKS/WATER RESOURCES

Minutes of a meeting held on February 21, 2024 were enclosed for council's perusal.

Municipal Capital Works Projects

Councillor Stead expressed concern with the rapid deterioration of town roads and specifically the deplorable state of the Catalina main road. He suggested that council should reconsider its municipal capital works project priority list to have Catalina Main Street listed as council's 1st priority and that this change of intent be discussed directly with the MHA as soon as possible.

Motion #2024-02-27-6449 – Stead/Rumbolt

Be it resolved the Town Manager work with the Public Works committee to develop a proposal to amend the municipal capital works priority list to identify the Catalina Main Street phase 1 as council's 1st municipal capital works priority and that this change of intent be communicated to the MHA as soon as possible.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Blackmores Cove Project

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Motion #2024-02-27-6450 – Stead/Rumbolt

Be it resolved the Town Manger take action to have a survey completed for the Blackmore’s Cove area as previously described in the crown lands approval documentation.

In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0; Motion Carried

Catalina Seawall Project

Councillor Stead expressed concern that malicious and false rumours continue to be expressed on Facebook regarding the Catalina Seawall Project. As he believes these false rumours originated from misinformed discussions and assumptions within the council organization, he requested and was provided council permission to work with the Public Works Committee to provide a templated project status report for public distribution.

Motion #2024-02-27-6451 – Stagg/Rumbolt

Be it resolved we move into a privileged meeting at 6:45p.m.

In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0; Motion Carried

Motion #2024-02-27-6452 – Stead/Stagg

Be it resolved we move back into the regular meeting at 6:56p.m.

In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0; Motion Carried

RECREATION - PARKS/PLAYGROUNDS/TRAILS

Nothing to report

FIRE DEPARTMENT

Nothing to report

TIDY TOWNS

Nothing to report

TOURISM/ECONOMIC DEVELOPMENT/LANDS

Nothing to report

HEALTH

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WB*

Nothing to report

HUMAN RESOURCES

Notes were received from Deputy Mayor Lodge regarding a couple of HR discussions.

The topics were as follows: 1) resident ongoing concerns/complaints about dogs, 2) employee time off benefits not being used.

Deputy Mayor Lodge wanted it noted in the minutes that employees are encouraged to use their time off benefits as they can be used for more than just sick days i.e. family day, personal day, etc.

Also there was a discussion of ongoing concerns of residents being approached by dogs in town. It was agreed upon to place a post on the town's Facebook page.

Sea Cadets

Motion #2024-02-27-6453 – Stead/Stagg

Be it resolved we move into a privileged meeting at 7:05p.m.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

Motion #2024-02-27-6454 – Stead/Stagg

Be it resolved we move back into the regular meeting at 7:10p.m.

*In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;
Motion Carried*

LIAISON REPORTS

Sir William F. Coaker Heritage Foundation

Nothing to report

Wharf Committee

Nothing to report

Peaches Cove-Green Bay Development Inc.

Nothing to report

Bonavista Peninsula Branch Line Association

Nothing to report

Hike Discovery

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Nothing to report

Discovery Geopark

Nothing to report

Crime Prevention

Nothing to report

Trinity Bay North Historical Society

Nothing to report

CORRESPONDENCE

None

NEW BUSINESS

Letter (to be dealt with at a privileged meeting)

Motion #2024-02-27-6455 – Stead/Stagg

Be it resolved we move into a privileged meeting at 7:11p.m.

In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;

Motion Carried

Motion #2024-02-27-6456 – Stead/Stagg

Be it resolved we move back into the regular meeting at 7:17p.m.

In favour 4 {Deputy Mayor Lodge, Councillors Rumbolt, Stagg & Stead} Opposed 0;

Motion Carried

NOTICES OF MOTION

None

ADJOURNMENT

Motion #2024-02-27-6457 – Stagg

Be it resolved the meeting adjourn.

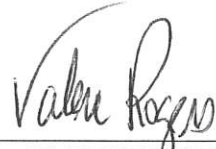
The meeting adjourned at 7:19p.m.

The next regular meeting is scheduled for Tuesday, March 12, 2024 @ 4:30p.m.

*VR
WB*



DAVID BARTLETT
MAYOR



VALERIE ROGERS
TOWN CLERK