

**Municipality of Trinity Bay North
Regular Council Meeting February 28, 2022**

**Minutes of a regular meeting of the Council of the
Municipality of Trinity Bay North, held in the
Town Hall, February 28, 2022**

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

CALL TO ORDER

In the absence of Mayor Bartlett and Deputy Mayor Stead it was the consensus of the remaining councillors that Councillor Stagg chair the meeting. A quorum being present Councillor Stagg called the meeting to order at 5:04p.m.

ADOPTION OF AGENDA

Motion #2022-02-28-5518 – Johnson/Rumbolt

Be it resolved the agenda be adopted as presented.

In favour 5 {Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried

ADOPTION OF MINUTES

Regular Meeting of February 21, 2022

Councillor Stagg asked if there were any errors or omission in the minutes of the regular meeting of February 21, 2022 which had been circulated with the agenda.

Motion #2022-02-28-5519 – Tucker/Johnson

Be it resolved the minutes of the February 21, 2022 regular meeting of council be adopted as presented.

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In favour 5 {Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried

Regular Meeting of February 22, 2022 (Continuation of regular meeting on February 21, 2022)

Councillor Stagg asked if there were any errors or omission in the minutes of the regular meeting of February 22, 2022 which had been circulated with the agenda.

Motion #2022-02-28-5520 – Rumbolt/Tucker

Be it resolved the minutes of the February 22, 2022 continuation of the regular meeting of council held on February 21, 2022 be adopted as presented.

In favour 5 {Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried

BUSINESS ARISING FROM MINUTES

Asset Management

Three quotes were received to prepare the Asset Management Plan as follows:

AIM Network - \$59,300 plus HST (they can prepare complete plan)

Biomaxx - \$62,500 plus HST (only does water and sewer infrastructure)

PSD Citywide – Do not do any data collection

Motion #2022-02-28-5521 – Johnson/Lodge

- *Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Inventory and Capital Projections.*
- *Be it therefore resolved that the Town of Trinity Bay North commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:*
 - Activity 1: Introduction to Asset Management & Prepare an Asset Management Policy.*
 - Activity 2: Prepare an inventory of major assets including water network, sewer network, roads, municipal-owned buildings and structures, trails, parks and fleet in spreadsheet and GIS.*
 - Activity 3: Prepare State of Infrastructure Reports and a Preliminary Capital Program*

*VR
WB*

- *Be it further resolved that the Town commits \$11,860 from its budget toward the costs of this initiative.*

In favour 5 {Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried

Destroy Records

As requested, the Town Clerk informed council the description of documents that are slated to be destroyed from 2014 & prior as follows:

- Little Catalina miscellaneous & correspondence 2010 & prior
- Little Catalina Accounts Payable 2010 & prior
- Little Catalina recreation banking information 2010 & prior
- Little Catalina Projects (CEEP) 2009 & prior
- Little Catalina correspondence January-September 2010
- Little Catalina invoices January-September 2010
- Port Union accounts payable 2005 prior
- Melrose Come Home Year 2004
- Trinity Bay North 2009-2014 various records (payables, fire department, recreation, banking)
- Trinity Bay North 2009-2014 accounts payable
- Trinity Bay North 2009-2014 accounts receivable
- Trinity Bay North 2009-2014 payroll records
- Trinity Bay North 2009-2014 duplicate receipts and returned cheques

Motion #2022-02-28-5522 – Johnson/Lodge

Be it resolved we destroy the records (as per the Town Clerk's list) of council from 2014 and prior.

In favour 5 {Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried

Permission to sell alcoholic beverages in bed & breakfast

The Town Manager advised that Bradley Warren had met with him and the Mayor and was informed by Mr. Warren the alcoholic beverages will only be served at meal time and has no intention of opening it up as a bar.

Motion #2022-02-28-5523 – Tucker/Rumbolt

Be it resolved council has no objections to the serving of spirits, beers and wines at the Harbourside Inn B&B located at 80 Main Street South operated by Bradley and Tanya Warren.

In favour 5 {Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried

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DELEGATIONS

There were no delegations

COMMITTEE REPORTS

TOWN CLERK'S REPORT

Bills

The Town Clerk presented the bills for payment in the amount of \$5,132.13 and opened the floor for any questions.

Councillor Lodge was wondering if he would be in a conflict of interest if he were to vote on the payment of Rogers Service Station invoices as it is owned and operated by his wife's brother and nephews. Council agreed that he would not be in a conflict of interest.

Motion #2022-02-28-5524 – Tucker/Johnson

Be it resolved the bills be paid in the amount of \$5,132.13.

In favour 5 {Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried

FINANCE

Minutes of a meeting held on February 21, 2022 were enclosed for council's perusal.

Motion #2022-02-28-5525 – Rumbolt/Tucker

Be it resolved we defer the review of the finance minutes to later in the meeting or the next regular meeting as Chairperson Stead is not in attendance.

In favour 5 {Councillors Johnson, Lodge, Rumbolt, Stagg & Tucker} Opposed 0; Motion Carried

TOWN MANAGER'S REPORT

The Town Manager updated council on the following: 1) Covid Stimulus Project at Lookout Park, 2) Debris on the trail in Lookout Park, 3) Melrose Chalet, 4) Ice Rink.

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Deputy Mayor Stead arrived at 5:22p.m.

PUBLIC WORKS

Recycling Program

Councillor Lodge will be doing a presentation on Waste Management and Recycling for the Discovery Region during a zoom presentation by MMSB titled “Spotlight Series – Recycling in NL” on March 10th.

RECREATION/PARKS/PLAYGROUNDS

Minutes

Minutes of a meeting held on February 24, 2022 will be prepared and included in the agenda package for the next regular meeting.

Active NL

An email from Councillor Tucker was enclosed for council’s perusal on the many project ideas that the Hiking Trails Committee had discussed at their last meeting. As the deadline for the submission of the application is March 14th and the grant is for funding up to \$15,000 it was suggested that we pick two and look at the other suggestions in the future.

Motion #2022-02-28-5526 – Lodge/Tucker

Be it resolved we apply for the Active NL Fund Program through the Department of Tourism, Culture, Arts and Recreation for the replacement of Lookout Hill steps and the installation of playground equipment.

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

TRAILS

Councillor Tucker reported the following: 1) Meeting scheduled for March 7th, 2) Town’s website should place links for Hike Discovery, Geopark, etc.

FIRE DEPARTMENT

Nothing to report.

TIDY TOWNS

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Nothing to report.

TOURISM/ECONOMIC DEVELOPMENT

Councillor Rumbolt advised the town needs Terms of Reference for this committee.

Councillor Rumbolt advised MMSB has a Come Home Year Community Cleanup Program up to \$2,000 for medium size towns for community cleanups in areas such as roadsides, trails, beaches, parks, and outdoor recreation spaces. She suggested that maybe we can apply for the funding to clean up the old dump off of Thompson Avenue. Council will conduct a site visit to investigate the practicability of such a venture.

WATER RESOURCES

Nothing to report.

LAND

Surveys are completed. The next step is the legal aspect of the process.

HEALTH

Councillor Tucker advised the committee met on February 27th. Minutes to follow.

HUMAN RESOURCES

Councillor Rumbolt suggested council needs to update the Harassment Policy that is currently in place.

HR NEGOTIATIONS

Meeting scheduled for Wednesday, March 2nd @ 11:00a.m.

LIAISON REPORTS

Nothing to report.

CORRESPONDENCE

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1. A travel claim was received from the Town Manager for travel expenses incurred from February 13-24, 2022 in the amount of \$210.29.

Motion #2022-02-28-5527 – Stead/Rumbolt

Be it resolved we reimburse the Town Manager for travel expenses incurred from February 13-24, 2022 in the amount of \$210.29.

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

2. An invoice was received from Boyce Tec Inc. for the purchase and installation of security cameras in the amount of \$2,497.80.

Motion #2022-02-28-5528 – Stead/Tucker

Be it resolved we pay the invoice submitted for payment from Boyce Tec Inc. for the purchase and installation of security cameras in the amount of \$2,497.80.

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

3. An email was received from Elaine Kennedy, Chair of Lymphedema Association of NL requesting council's support in helping to raise awareness of this chronic disease by proclaiming March 6th as ***World Lymphedema Day*** in Trinity Bay North.

Motion #2022-02-28-5529 – Tucker/Johnson

Be it resolved the Town of Trinity Bay North proclaim March 6th as World Lymphedema Day in our community.

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

4. A memo was received from the Municipal Assessment Agency providing an update on their Agency.

5. An invitation was received from the Department of Environment and Climate Change to attend their 2022 Clean and Safe Drinking Water Workshop scheduled for March 22-24 in Gander.

Motion #2022-02-28-5530 – Tucker/Johnson

Be it resolved we register two delegations for the 2022 Clean and Safe Drinking Water Workshop scheduled for March 22-24 in Gander.

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

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NEW BUSINESS

Disclosure Statements

Mayor Bartlett placed this item on the agenda. As he is not in attendance it will be deferred to the next regular meeting of council.

Mil Rate

Mayor Bartlett placed this item on the agenda. As he is not in attendance it will be deferred to the next regular meeting of council.

NOTICES OF MOTION

There were no notices of motion to bring forward.

ADJOURNMENT

Motion #2022-02-28-5531 – Lodge/Tucker

Be it resolved the meeting now adjourn to meet again on Tuesday, March 15, 2022.

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

The meeting adjourned at 6:45p.m.



**DAVID BARTLETT
MAYOR**



**VALERIE ROGERS
TOWN CLERK**

Vendor	Opening Balance	Credits	Payments	Balance
C~CDI001 C&C Distributors Ltd.	\$2,015.93	\$0.00	\$0.00	\$2,015.93
CRAIG004 Craig's Locksmithing & Auto Glass	\$552.23	\$0.00	\$0.00	\$552.23
EASTL001 Eastlink	\$359.58	\$0.00	\$0.00	\$359.58
FIREH001 Fire House Service and Supply	\$1,150.00	\$0.00	\$0.00	\$1,150.00
NLASS001 NL Association of Fire Services	\$402.50	\$0.00	\$0.00	\$402.50
RODWA001 Rodway's Office Supplies	\$63.24	\$0.00	\$0.00	\$63.24
ROGER002 Roger's Service Ltd.	\$235.96	\$0.00	\$0.00	\$235.96
TELU001 Talus	\$352.69	\$0.00	\$0.00	\$352.69
Grand Totals:	\$5,132.13	\$0.00	\$0.00	\$5,132.13

Account Summary

Account	Name	Total
6050-7300	EXP TELEPHONE - CELLULAR	247.68
6065-7000	EXP OFFICE SUPPLIES/EXP	173.22
6107-7300	EXP 2009 F-150 PICKUP	161.63
6111-7400	EXP VEHICLE MAINT - 2015 LOADER (924K)	500.78
6149-7100	FIRE DEPT ADMINISTRATION	1,817.88
6185-7300	EXP DIESEL DYED (CAT GARAGE)	1,373.70
6196-7300	EXP OIL - GARAGE	328.80
6201-7300	EXP - OIL (VEHICLES)	52.35
7998-0000	EXP HST REBATE	476.09
Total:		5,132.13