

**Municipality of Trinity Bay North  
Regular Council Meeting May 9, 2022**

**Minutes of a regular meeting of the Council of the  
Municipality of Trinity Bay North, held in the  
Town Hall, May 9, 2022**

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

**CALL TO ORDER**

In the absence of Mayor Bartlett, Deputy Mayor Stead chaired the meeting. A quorum being present Deputy Mayor Stead called the meeting to order at 5:03p.m.

**ADOPTION OF AGENDA**

Add Peaches Cove-Green Bay Development Inc. as a delegation

***Motion #2022-05-09-5625 – Stagg/Tucker***

***Be it resolved the agenda be adopted with the above correction.***

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

**ADOPTION OF MINUTES**

**Regular Meeting of April 26, 2022**

Deputy Mayor Stead asked if there were any errors or omissions in the minutes of the regular meeting of April 26, 2022 which had been circulated with the agenda.

***Motion #2022-05-09-5626 – Stagg/Lodge***

***Be it resolved the minutes of the April 26, 2022 regular meeting of council be adopted as presented.***



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

Councillor Lodge suggested that in future the topics of the committee minutes be added to the minutes of council.

**Regular Meeting of April 27, 2022**

Deputy Mayor Stead asked if there were any errors or omissions in the minutes of the regular meeting of April 27, 2022 which had been circulated with the agenda.

**Motion #2022-05-09-5627 – Tucker/Stagg**

*Be it resolved the minutes of the April 27, 2022 continuation of the regular meeting held on April 26, 2022 be adopted as presented.*

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

**BUSINESS ARISING FROM MINUTES**

**One Way Street (Melrose)**

Tentative date for Public Meeting – Tuesday, May 25<sup>th</sup> @ 7:00p.m.

**Melrose Chalet**

Bob Keough will give an update on what the Peaches Cove-Green Bay Development Inc. has accomplished thus far with regards to the renovations at the Chalet.

**Modifications to Sanitary Sewer Main (Main Street – Catalina)**

Update under Town Manager's report.

**Municipal General Insurance**

Item has been placed under New Business

**Staffing Levels at RCMP Bonavista Detachment**

Councillor Rumbolt & Councillor Lodge volunteered to write the letter as stated in Motion #2022-04-26-5612 before the next regular council meeting.

**Doctor Shortage**

Councillor Tucker volunteered to write the letter as stated in Motion #2022-04-26-5615 before the next regular council meeting.

**Budget Report**

The Town Manager will provide a quarterly review of the budget before the public meeting on April 18<sup>th</sup>.

*JS VR*

### **Materials & Equipment Rental Tenders**

Public Works Committee has reviewed the tender as is now awaiting on the Finance Committee reviewal before the tender ad is advertised.

### **DELEGATION**

Robert Keough on behalf of the Peaches Cove-Green Bay Development Inc. attended the meeting to discuss the following topics and updates: JCP Funding, Chalet Repairs, Liability Coverage, Importance of job creation from JCP projects, council representation at their meetings and possible in-kind contributions from the town.

### **TOWN CLERK'S REPORT**

#### **Bills**

The Town Clerk presented the bills for payment in the amount of \$31,272.52 and opened the floor for any questions.

Councillor Stagg asked the reason behind the interest charge on our credit card invoice. The Clerk explained that due to the postal service delays sometimes it's only received a few days before the due date then it has to be processed for payment and sent back in the mail which results in delays past the due date. It was decided to pass this over to the Finance Committee to come up with a solution.

#### ***Motion #2022-05-09-5628 – Lodge/Tucker***

*Be it resolved the bills be paid in the amount of \$31,272.52.*

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

### **FINANCE**

As the minutes weren't prepared in time for the agenda package, there is nothing to report. Minutes will be included in the next package.

### **TOWN MANAGER'S REPORT**

#### **Asset Management Plan**

The Town Manager determined through the fair and reasonable section of the Procurement Act the lowest bid received from AIM Network that was accepted in a previous meeting (motion #2022-02-28-5521) has met the requirements of the Procurement Act.

#### **Playground Equipment Installation**



The Town Manager determined through the fair and reasonable section of the Procurement Act the lowest bid received from Bennett's Excavation Ltd. that was accepted in a previous meeting (motion #2022-04-26-5614) has met the requirements of the Procurement Act.

**Modifications to Sanitary Sewer Main (Main Street – Catalina)**

The Town Manager determined through the fair and reasonable section of the Procurement Act the lowest bid received from GerGar Enterprises that was accepted in a previous meeting (motion #2022-04-26-5609) has met the requirements of the Procurement Act.

***Motion #2022-05-09-5629 – Lodge/Stagg***

***Be it resolved the Municipality of Trinity Bay North submit a revised Capital Investment Plan to the Department of Municipal and Provincial Affairs for Gas Tax Funding in the amount of \$27,445.35 for the Gravity Line Extension Project.***

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

**PUBLIC WORKS**

Councillor Lodge advised he has been invited to attend a virtual meeting tentatively scheduled for one day between the dates of May 16-20, 2022 regarding Waste Management.

**RECREATION/PARKS/PLAYGROUNDS**

Nothing to report as there has been no meeting since March, 2022

**TRAILS**

The notes from the 2<sup>nd</sup> Strategic Planning meeting held on May 3, 2022 were enclosed for council's perusal. One recommendation from the meeting was to try and find out who is putting up signs in the Sheppard's Cove area so that the Trails Committee can possibly collaborate or recruit them. *It was decided to put an enquiry on TBN News and Views.*

**FIRE DEPARTMENT**

Nothing to report as Mayor Bartlett attended their meeting and he is not in attendance to give a report. *Defer to the next meeting*

**TIDY TOWNS**

*JA VR*

Minutes of a meeting held on May 3, 2022 were enclosed for council's perusal. The following topics were discussed: 1) Approval of the Active NL grant in the amount of \$5,000; 2) Planter allocations; 3) Environment Day; 4) Purchase of benches for Community Garden.

### **TOURISM/ECONOMIC DEVELOPMENT**

Councillor Rumbolt advised they had a meeting on May 3<sup>rd</sup> with the following topics discussed: Fish Market, Manuel's Island, Thompson Pond Park, Discovery Global Geopark, Saltwater Association, Trinity North Development Association (Cannabis Plant), Seaweed Processing.

***Motion #2022-05-09-5630 – Rumbolt/Stagg***

*Be it resolved we move into a privileged meeting at 6:30p.m.*

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

***Motion #2022-05-09-5631 – Tucker/Stagg***

*Be it resolved we move back into the regular meeting at 6:36p.m.*

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

It was decided Councillor Rumbolt place the item discussed in the privileged meeting on file unless something changes.

The application for funding from ACOA that was completed by Mayor Bartlett was brought forth for discussion. *It was decided to pass this over to the Committee.*

### **WATER RESOURCES**

Minutes of a meeting held on May 4<sup>th</sup>, 2022 were enclosed for council's perusal. The following topics were discussed: 1) Stewardship Association of Municipalities; 2) Capital Works Projects; 3) Wastewater Outfalls; 4) Water System; 5) Waterlines – Pressure.

The maps for prioritization for SAM will be included in the next meeting's agenda package.

Under the Water System a discussion occurred on studies on municipal drinking water. One particular study was "Exploring Solutions for Rural Drinking Water", a municipal summary for Municipalities Newfoundland and Labrador.



**Motion #2022-05-09-5632 – Lodge/Stagg**

*Be it resolved we allow Councillor Tucker to follow up with the Provincial Government on municipal drinking water studies and to communicate with the Author of the “Exploring Solutions for Rural Drinking Water”, a municipal summary for Municipalities Newfoundland and Labrador study.*

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

**LAND**

Councillor Stagg reported that the lawyer had requested a breakdown of taxes and interest from January 1, 2016 to April 30, 2022 for those properties listed for tax arrears sales. Also, a list has been compiled for the Public Works Committee for review for more possible tax arrears sales in the future.

**HEALTH**

Nothing to report.

**HUMAN RESOURCES**

Minutes of both meetings held on May 3rd were enclosed for council’s perusal. Some topics of discussion were as follows: Municipal Permits, OH&S, Management Employees, Vacation Schedules, Staff Overtime, Banked Hours, Management Employment Agreements, Staff Attendance at Committee Meetings, Staff Training, HR Policy Document, Harassment Policy, Job Descriptions, Old Parks and Recreation Attendant’s Position Work Schedule.

**OH&S Safety Committee**

The OH&S Safety Committee was brought forth from the minutes for discussion. The Town Manager advised that no one from the Bargaining Union wants to sit on this committee. It was stated that the Town Manager is to select someone from the Bargaining Union members if no one volunteers. The Management member is to be the Town Clerk. The Town Manager will brief council on what the duties of these positions are and our obligation in setting up such a committee.

**Staff Attendance at Committee Meetings**

It was recommended the Town Manager be required to attend the Public Works, Water Resources and Finance Committee meetings and the Town Clerk be required to attend the Finance Committee meetings. All other committee meetings could be optional and attend when required or requested.

***Motion #2022-05-09-5633 – Lodge/Rumbolt***

***Be it resolved the Town Manager attend only the Public Works, Water Resources and Finance Committee meetings and the Town Clerk only attend the Finance Committee meetings. All other committee meetings attend when required or requested.***

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

**ADJOURNMENT**

***Motion #2022-05-09-5634 – Tucker***

***Be it resolved the meeting adjourn and be continued on Tuesday, April 27, 2022.***

The meeting adjourned at 7:12pm.



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**TERRY STEAD  
DEPUTY MAYOR**



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**VALERIE ROGERS  
TOWN CLERK**

A/P Transaction Journal

Printed: 3:15:48PM May 06,2022

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Vendor	Opening Balance	Credits	Payments	Balance
AVAL0001 Avalon Hydraulics Ltd.	\$444.07	\$0.00	\$0.00	\$444.07
BELLA001 Bell Alliant	\$527.07	\$0.00	\$0.00	\$527.07
BRENN001 Brenttag Canada Inc.	\$1,202.33	\$0.00	\$0.00	\$1,202.33
CHARD003 Chard's Automotive Ltd.	\$6,887.33	\$0.00	\$0.00	\$6,887.33
COLLA001 Collabria	\$3,535.04	\$0.00	\$0.00	\$3,535.04
EASTL001 Eastlink	\$112.56	\$0.00	\$0.00	\$112.56
G.B.S001 G. B. Signs	\$299.00	\$0.00	\$0.00	\$299.00
KALTI001 Kal Tire	\$1,394.49	\$0.00	\$0.00	\$1,394.49
KIM0S001 Kim's Flowers	\$63.25	\$0.00	\$0.00	\$63.25
LODGE001 Lodge's Plumbing & Electrical	\$1,256.94	\$0.00	\$0.00	\$1,256.94
MODER001 Modern Business Equipment Ltd.	\$19.46	\$0.00	\$0.00	\$19.46
NEWFO002 Newfoundland Power Co. Ltd.	\$10,407.42	\$0.00	\$0.00	\$10,407.42
OMBPA001 OMB Parts & Industrial Ltd.	\$3,449.97	\$0.00	\$0.00	\$3,449.97
ORKIN001 Orkin Canada Corporation	\$696.90	\$0.00	\$0.00	\$696.90
PARTS002 Parts Place Ltd.	\$289.18	\$0.00	\$0.00	\$289.18
ROUTE002 Route 230 Convenience Store & Gas Bar	\$538.01	\$0.00	\$0.00	\$538.01



A/P Transaction Journal

Printed: 3:15:48PM May 06, 2022

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Vendor	Opening Balance	Credits	Payments	Balance
VALMI001 Valmin Fire Protection Ltd.	\$149.50	\$0.00	\$0.00	\$149.50
<b>Grand Totals:</b>	<b>\$31,272.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,272.52</b>

\* EFT Vendor

Vendor

Opening Balance

Credits

Payments

Balance

Account Summary

Account	Name	Total
6000-7000	EXP HYDRO - OFFICE	705.37
6020-7200	EXP HYDRO - RECREATION	304.79
6025-7500	EXP HYDRO - LIFT STATIONS	275.71
6026-7500	EXP HYDRO - BOOSTER STATION	52.27
6027-7500	EXP HYDRO PUMPHOUSE	1,306.36
6028-7500	EXP HYDRO CHLORINE HOUSE	428.47
6035-7400	EXP HYDRO - STREET LIGHT	6,190.04
6040-7000	EXP TELEPHONE - OFFICE	389.91
6050-7300	EXP TELEPHONE - CELLULAR	4.16
6065-7000	EXP OFFICE SUPPLIES/EXP	505.86
6106-7300	EXP SUPPLIES - GARAGE	62.55
6110-7400	EXP VEHICLE MAINT - 2019 LOADER (924K)	1,264.57
6111-7400	EXP VEHICLE MAINT - 2015 LOADER (924K)	402.69
6116-7200	EXP. MAINT. TRAILS	271.14
6121-7300	EXP. MAINT INTERNATIONAL DUMP	6,245.67
6148-7200	TBN RECREATION ADMINISTRATION	174.81
6149-7100	FIRE DEPT ADMINISTRATION	1,791.39
6153-7700	EXP ANIMAL/PEST CONTROL	257.06
6154-7700	EMEGENCY PREPAREDNESS & RESPONSE	1,251.42
6185-7300	EXP DIESEL DYED (CAT GARAGE)	279.31
6187-7300	EXP GAS PICKUP	208.58
6201-7300	EXP - OIL (VEHICLES)	199.68
6235-7400	EXP S.CLEARING - SALT/SA	3,128.55
6243-7500	EXP SANITARY SEWER SYSTEM	569.91
6245-7500	EXP WATER SYSTEM	569.92
6249-7500	EXP WATER SYSTEMS (PUMPHOUSE)	1,543.95
7998-0000	EXP HST REBATE	2,888.38
	<b>Total:</b>	<b>31,272.52</b>