

**Municipality of Trinity Bay North
Regular Council Meeting November 7, 2023**

**Minutes of a regular meeting of the Council of the
Municipality of Trinity Bay North, held in the
Town Hall, November 7, 2023**

<i>Members Present</i>	Mayor	David Bartlett
	Deputy Mayor	Dean Lodge (via telephone)
	Councillors	Doreen Rumbolt
		Terence Stead
		Jane Tucker (arrived later)
<i>Absent</i>	Councillor	Albert Johnson
		Pauline Stagg
<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 5:04p.m.

ADOPTION OF AGENDA

Motion #2023-11-07-6276 – Stead/Rumbolt

Be it resolved the agenda be adopted as presented.

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

Councillor Tucker arrived

ADOPTION OF MINUTES

Special Meeting of October 23, 2023

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of October 23, 2023 which had been circulated with the agenda.

- Page 1 - last paragraph change “*the misconception*” to “*a staff member failing to open up an email advisory informing council of the deadline*”
- Page 2 under Water Systems Improvements change “*engineering issues*” to “*having to retender the engineering portion and the construction portion as well*”

VR *WBS*

as we missed the deadline for requesting an extension of the financing for the project as outlined in the contract document“ and also delete “to date no response has been received from Meridian Engineering”

- Page 3 – Motion #2023-10-23-6247 add be developed “*and maintained by staff*”

Motion #2023-11-07-6277 – Stead/Rumbolt

Be it resolved the minutes of October 23, 2023 special meeting of council be adopted with the above corrections.

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

Regular Meeting of October 24, 2023

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of October 24, 2023 which had been circulated with the agenda.

- Page 2 – last paragraph change “*Councillor Lodge*” to “*Deputy Mayor Lodge*”
- Page 6 – Motion #2023-10-24-6264 add “*and community composting bins*”
- Page 7 – Motion #2023-10-24-6268 change the word “safety” to study” and delete “*by requesting a crosswalk be placed in that vicinity due to the volume of accidents and near missed that have occurred*”

Motion #2023-11-07-6278 – Lodge/Tucker

Be it resolved the minutes of October 24, 2023 regular meeting of council be adopted with the above corrections.

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

Regular Meeting of October 30, 2023 (Continuation of October 24, 2023 meeting)

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of October 24, 2023 which had been circulated with the agenda

Motion #2023-11-07-6279 – Tucker/Rumbolt

Be it resolved the minutes of October 30, 2023 regular meeting of council be adopted as presented.

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

BUSINESS ARISING FROM MINUTES

Municipal Capital Works Projects

Motion #2023-11-07-6280 – Stead/Rumbolt

*VR
WB*

Be it resolved if the Town Manager is able to get updated estimates on the applications before the deadline of November 10, 2023, he move forward with it as soon as possible.

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

Pumper Truck Application

Motion #2023-11-07-6281 – Stead/Rumbolt

Be it resolved we move into a privileged meeting at 5:34p.m.

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

Motion #2023-11-07-6282 – Stead/Rumbolt

Be it resolved we move back into the regular meeting at 5:45p.m.

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

Motion #2023-11-07-6283 – Rumbolt/Tucker

Be it resolved the Mayor be given permission to contact Minister Hogan regarding the fire truck application and additional funding for equipment.

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

TOWN CLERK'S REPORT

Bills

The Town Clerk presented the bills for payment in the amount of \$18,794.76 and opened the floor for any questions.

Motion #2023-11-07-6284 – Stead/Tucker

Be it resolved the bills submitted for payment in the amount of \$18,794.76 be approved.

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

Budget Variance Report

The Quarterly Budget Variance Report for January-October, 2023 was included for council's perusal.

Quick Statistics Summary (Accounts Receivable)

The Quick Statistics Summary up to October 31, 2023 consisting of a breakdown of accounts receivable, collections for October, collections this year, adjustments and

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discounts for October, adjustments and discounts this year, and the percentage of taxes collected to date were enclosed for council's perusal.

Bank Balance

The bank balance as of October 31, 2023 was \$633,750.96.

Revised Budget for 2023

Motion #2023-11-07-6285 – Stead/Lodge

Be it resolved the Town Clerk provide the Town Manager her estimate of total revenue expected up to December 31, 2023.

In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Rumbolt, Stead & Tucker} 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 and opened the floor for any questions.

War Memorial

Councillor Stead declared himself in conflict of interest as he is a member of the Royal Canadian Legion Branch #16. He departed the meeting at 6:45p.m.

The Town Manager advised he received an invoice from Precision Landscaping in the amount of \$3,622.50 for the installation of the concrete wheelchair ramp and painting the existing concrete at the Memorial. He stated the Royal Canadian Legion will be paying \$2,645.00 and the remaining \$977.50 is the portion the town agreed to pay.

Councillor Stead returned to the meeting at 6:46p.m.

Chart of Accounts/Shadow Budget/Draft Budget

Motion #2023-11-07-6286 – Stead/Rumbolt

Be it resolved the Town Manager provide a 2023 year-end projected chart of accounts for the shadow budget for a Finance Committee review by November 10, 2023.

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

Motion #2023-11-07-6287 – Stead/Rumbolt

Be it resolved the Town Manager provide a draft budget and tax structure for Finance Committee review by November 15, 2023.

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

FINANCE

Nothing to report.

PUBLIC WORKS/WATER RESOURCES

Nothing to report.

RECREATION - PARKS/PLAYGROUNDS/TRAILS

Councillor Tucker provided a written update from the Trails Committee regarding Arch Rock Trail.

FIRE DEPARTMENT

Nothing to report.

TIDY TOWNS

Nothing to report.

TOURISM/ECONOMIC DEVELOPMENT/LANDS

Nothing to report.

HEALTH

Minutes of a meeting held on October 22, 2023 were enclosed for council's perusal.

Motion #2023-11-07-6288 – Stead/Rumbolt

Be it resolved the Trinity Bay North Health Committee lobby the Minister of Health directly for assistance to recruit a doctor to open a private practice in Trinity Bay North.

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

Mayor Bartlett stepped out of the chair at 7:12p.m. and Councillor Stead assumed the chair.

Motion #2023-11-07-6289 – Bartlett/Rumbolt

Be it resolved we move into a privileged meeting at 7:13p.m.

VR JB

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

Motion #2023-11-07-6290 – Bartlett/Rumbolt

Be it resolved we move back into the regular meeting at 7:18p.m.

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

Mayor Bartlett resumed the chair at 7:18p.m.

HUMAN RESOURCES

Nothing to report

LIAISON REPORTS

Sir William F. Coaker Heritage Foundation

Nothing to report

Wharf Committee

Nothing to report

Peaches Cove-Green Bay Development Inc.

Councillor Stead provided a written update from several recent meetings of the Committee.

Bonavista Peninsula Branch Line Association

Nothing to report

Hike Discovery

Nothing to report

Discovery Geopark

Nothing to report

Crime Prevention

Nothing to report

Trinity Bay North Historical Society

Nothing to report

CORRESPONDENCE

VR WB

1. An invoice was received from Atlantic Infrastructure Management Network (AIM) for the Asset Management Project in the amount of \$68,195.00. *The Town Manager is to contact AIM regarding the difference in the quote and the invoice amount and then pass it over to the Finance Committee.*
2. A letter was received from the Minister of Municipal and Provincial Affairs advising our Town is eligible to receive a \$500 grant in recognition of Councillor Albert Johnson's 35 years of municipal service. The purpose of this funding is for your municipality to host a celebration in his honour.
3. A letter was received from the Royal Newfoundland Constabulary Association seeking the council's support by purchasing advertisement space in their 33rd Annual Community Guide. *Councillor Rumbolt is to check with the RCMP to see if they have any publicized guides in circulation.*
4. A letter was received from the Miss Newfoundland and Labrador Pageant Committee seeking a donation in the form of cash or prizes for the contestants of the Pageant.

Motion #2023-11-07-6291 – Lodge/Tucker

Be it resolved the letter from the Miss Newfoundland and Labrador Pageant Committee be placed on file.

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

5. A letter was received from The Royal Canadian Legion requesting a donation towards their Poppy Campaign.

Councillor Stead declared himself in conflict of interest as he is a member of the Royal Canadian Legion Branch #16. He departed the meeting at 7:30p.m.

Motion #2023-11-07-6292 – Tucker/Rumbolt

Be it resolved we donate \$100.00 to the Poppy Campaign sponsored by the Royal Canadian Legion.

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

Councillor Stead returned to the meeting at 7:32p.m.

NEW BUSINESS

Concerns with MCW Application Process

Motion #2023-11-07-6293 – Lodge/Tucker

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WB

Be it resolved moving forward, council will ensure that all staff will complete the training required including supervisory, management, safety (Workplace OHS), etc., to perform their Roles and Responsibilities as set out in the job descriptions. In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Rumbolt, Stead & Tucker} Opposed 0; Motion Carried

For the next topic of discussion, Councillor Rumbolt declared herself in bias as her son reports directly to the Town Manager.

Motion #2023-11-07-6294 – Lodge/Tucker

Be it resolved a letter be placed in the Town Manager's personnel file nothing that the Town Manager failed to perform his roles and responsibilities as expected in meeting deadlines and in the completion of the Municipal Capital Works applications for 2024.

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

NOTICES OF MOTION

None

ADJOURNMENT

Motion #2023-11-07-6295 – Tucker

Be it resolved the meeting adjourn.

The meeting adjourned at 7:35p.m.

The next regular meeting is scheduled for Tuesday, November 21, 2023 @ 5:00p.m.



DAVID BARTLETT
MAYOR



VALERIE ROGERS
TOWN CLERK