

**Municipality of Trinity Bay North
Regular Council Meeting December 13th, 2021**

**Minutes of a regular meeting of the Council of the
Municipality of Trinity Bay North, held in the
Frank Power Chalet, December 13th, 2021**

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

A quorum being present Mayor Bartlett called the meeting to order at 5:09p.m.

Agenda **Motion #2021-12-13-5396 – Stagg/Stead**
 Be it resolved the agenda be adopted as presented.
 In favour 6 {Mayor Bartlett, Deputy Mayor Stead,
 Councillors Johnson, Lodge, Stagg & Tucker} Opposed 0;
 Motion Carried

Minutes: **Regular Meeting of November 22, 2021**
Regular Meeting Mayor Bartlett asked if there were any errors or omissions in
 the minutes of the regular meeting of November 22, 2021
 which had been circulated with the agenda.

Motion #2021-12-13-5397 – Stead/Lodge
 Be it resolved the minutes of the November 22, 2021
 regular meeting of council be adopted as presented.
 In favour 6 {Mayor Bartlett, Deputy Mayor Stead,
 Councillors Johnson, Lodge, Stagg & Tucker} Opposed 0;
 Motion Carried

Minutes: **Regular Meeting of November 23, 2021 (Continuation)**

Regular Meeting Mayor Bartlett asked if there were any errors or omissions in the minutes of November 23, 2021 which is the continuation of the regular meeting held on November 22, 2021 which had been circulated with the agenda.

- Omission under the Public Works Committee item #1 Wharf Committee – “Councillor Tucker made reference that this Water Resources Act was implemented since 2002.

Motion #2021-12-13-5398 – Lodge/Johnson

Be it resolved the minutes of the November 23, 2021 continuation of the regular meeting of council be adopted with the above correction.

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

Business Arising

1) Emergency Plan Review

Staff do review and make any necessary changes, email it out for preview and adopt at the next meeting.

2) Vehicle Policy

Some additions were added to the policy so the Town Manager will revise for adoption at the next regular meeting.

3) Rules of Procedure

The Town Manager to change the wording of #9 for adoption at the next regular meeting.

4) Eddie Hiscock

A cost estimate was received from Meridian Engineering Inc. for a new sanitary sewer gravity main to lift station in the amount of \$25,073.45.

Motion #2021-12-13-5399 – Lodge/Stagg

Be it resolved the Town of Trinity Bay North submit its Capital Investment Plan to the Department of Municipal and Provincial Affairs for Gas Tax Funding in the amount of \$22,737.57 for the Gravity Line Extension.

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

5) Action Items (Business Arising)

The following items from the Action Report has been added to the following committee reports:

Finance

Travel Policy

Town Hall Upgrades

MNL (Municipal Pipeline Project)

Town Manager's Report

Handicap Parking Lot (Community Garden)

Quote for Melrose Chalet upgrades

Bereavement Policy

Lookout Park

Flashing amber light for crosswalk

Bethany United Church – Warming Centre

Museum upgrades

Car Wrecks

MNL (Municipal Pipeline Project)

Public Works

Waste Management

Compilation of delapidated buildings and wrecks

Meeting with Minister of Transportation and Infrastructure

Main Street & Frederick Avenue (Letter re: Pavement)

Emergency Plan Review

Parks/Recreation/Trails

Trails (Rack Card)

Trails (Arch Rock)

Letter from Jeremy Hogan re: ballfield

Fire Department

Fire Hall Garage Doors

Pickup purchase (Station 2)

Tourism/Economic Development

Manuel's Island

EOI – Thompson Pond park

Green and Inclusive Community Bldgs. Program
EDC – contact former members re: restructuring

Water Resources

Letter – ATV's crossing through waterways

Finance

1) Bills

Bills were presented in the amount of \$24,347.73 for approval of payment plus prior invoices paid totaling \$21,114.14.

It was brought to Councillor Johnson's attention by Councillor Stagg that there was an invoice from Lavenia Rose Cottages included for payment and that he may be considered in a conflict of interest if he votes to pay the invoice as the owners are his son and daughter-in-law. Three (3) councillors felt that he was not in a conflict of interest and three (3) councillors felt that it could be perceived as a conflict of interest.

Councillor Johnson declared himself in conflict of interest and stepped away from the table.

Motion #2021-12-13-5400 – Stead/Stagg

Be it resolved the bills be paid in the amount of \$24,255.85 plus prior bills totaling \$21,114.14.

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

Councillor Johnson returned to the meeting

2) 2020 Financial Statements

A draft copy of the 2020 Financial Statements were enclosed for adoption.

Motion #2021-12-13-5401 – Stead/Lodge

Be it resolved the draft financial statement be reviewed by staff with the Finance Committee before consideration for adoption.

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

3) Asset Management Plan

Motion #2021-12-13-5402 – Stead/Lodge

Be it resolved the Town of Trinity Bay North build and implement a long-term Municipal Asset Management Plan in 2022. This initiative will require: Staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the completion of a comprehensive Municipal Asset Management Plan, the commitment of \$110,000 from the 2022 municipal budget and a commitment from the TBN council to conduct the following activities as part of this proposed project:

- 1. Complete asset management assessments of all municipal assets.*
- 2. Develop an asset management plan with supporting policies and strategies.*
- 3. Complete asset-related data collection and reporting necessary to plan development, implementation and maintenance, and*
- 4. Develop an asset management training and organizational development plan to include knowledge transfer around asset management.*

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

Motion #2021-12-13-5403 – Stead/Lodge

Be it resolved the Trinity Bay North council directs staff to apply for a grant opportunity from the Federation of Municipalities Municipal Asset Management Program for the completion of a comprehensive Municipal Asset Management Plan. Be it therefore resolved that the Municipality 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:

- 1. Complete asset management assessments of all municipal assets.*

2. *Develop an asset management plan with supporting policies and strategies.*
3. *Complete asset-related data collection and reporting necessary to plan development, implementation and maintenance.*
4. *Develop an asset management training and organizational development plan to include knowledge transfer around asset management.*

Be it further resolved that the Municipality of Trinity Bay North commits \$110,000 from its 2022 budget toward the costs of this initiative.

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

4) Budget Variance Reports

Motion #2021-12-13-5404 – Stead/Johnson

Be it resolved the Finance Committee be provided a budget variance report for the end of this fiscal year at the next finance meeting and that they be provided to both council and the Finance Committee on a quarterly basis thereafter.

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

5) Finance Meetings

Motion #2021-12-13-5405 – Stead/Lodge

Be it resolved both the Town Manager and Town Clerk attend Finance Committee meetings unless otherwise excused by the committee and that the Clerk record meeting minutes as necessary.

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

6) 2022 Budget

Motion #2021-12-13-5406 – Stead/Lodge

Be it resolved staff provide a draft 2022 budget to the Finance Committee for the next finance meeting and

that it be presented for council review on December 29, 2021.

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

Councillor Stagg expressed her concern over the structures of the various committees especially the Human Resources Negotiating Committee. Her concern was that there are currently three councillors plus the Mayor as ex-officio which will result in a decision that will already be decided because they are the majority of council. After discussion it was decided that this committee should only have three representatives so Deputy Mayor Stead stepped down as he didn't attend any meetings thus far.

It was decided that the committees will have a discussion before the next meeting and bring back who wants to remove themselves from the committee's consisting of four representatives.

Motion #2021-12-13-5407 – Stagg

Be it resolved that council now adjourn to meet again on Tuesday, December 14, 2021 at 4:30p.m. to continue the regular meeting.

The meeting adjourned at 7:25p.m.

MAYOR

TOWN CLERK

DATE