

**Municipality of Trinity Bay North
Regular Council Meeting September 13, 2022**

**Minutes of a regular meeting of the Council of the
Municipality of Trinity Bay North, held in the
Town Hall, September 13, 2022**

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

CALL TO ORDER

A quorum being present Mayor Bartlett called the meeting to order at 5:04p.m.

ADOPTION OF AGENDA

Motion #2022-09-13-5729 – Stead/Rumbolt

Be it resolved the agenda be adopted as presented.

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

ADOPTION OF MINUTES

Regular Meeting of August 9th, 2022

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of August 9th, 2022 which had been circulated with the agenda.

Motion #2022-09-13-5730 – Johnson/Rumbolt

Be it resolved the minutes of the August 9th, 2022 regular meeting of council be adopted as presented.

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

Councillor Tucker arrived at 5:20p.m.

WLB/R

BUSINESS ARISING FROM MINUTES

Action Log updated

DELEGATION

None

TOWN CLERK'S REPORT

Bills

The Town Clerk presented the bills for payment in the amount of \$37,646.36 and opened the floor for any questions.

Motion #2022-09-13-5731 – Stead/Johnson

Be it resolved the bills be paid in the amount of \$37,646.36.

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

TOWN MANAGER'S REPORT

Nothing to report.

FINANCE

Minutes of a meeting held on September 8th, 2022 were enclosed for council's perusal. The following were some topics of discussion and recommendations:

Assessment Review Commissioner

Motion #2022-09-13-5732 – Stead/Johnson

Be it resolved we appoint Jeffrey Green as the town's Assessment Review Commissioner.

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

Property Assessment Appeals

Motion #2022-09-13-5733 – Stead/Rumbolt

Be it resolved the Acting Town Manager send a letter to residents with unactioned property assessment appeals, explaining the reasons for the delay and providing an update on the efforts to get the requests actioned as soon as possible.

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

Lookout Park Volleyball Court

Motion #2022-09-13-5734 – Stead/Tucker

Be it resolved the Acting Town Manager be authorized to purchase sand for the re-installation of the Lookout Park volleyball court at an approximate cost of \$10,000.

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

Donation Policy

Motion 32022-09-13-5735 – Stead/Tucker

Be it resolved the Town Clerk provide an updated donation policy for Council review by the end of October, 2022.

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

Lavinia Rose Cottages (Letter)

Councillor Johnson declared himself in conflict of interest and departed the meeting at 5:40p.m. as his son and daughter-in-law are the owners of Lavinia Rose Cottages.

Motion #2022-09-13-5736 – Stead/Rumbolt

Be it resolved we send a letter to the property owner of Lavinia Rose Cottages explaining council's decision to maintain tax rates at their existing levels.

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

Councillor Johnson returned to the meeting at 5:47p.m.

PUBLIC WORKS

Minutes of a meeting held on August 31st, 2022 were enclosed for council's perusal.

The following topics and recommendations were discussed:

- 1) Town equipment

AB VR

2) Municipal Infrastructure Projects

Motion #2022-09-13-5737 – Rumbolt/Tucker

Be it resolved we seek funding under the New Federal Natural Infrastructure Fund for the Port Union wharf/slipway replacement and seawall project as this project falls under the criteria for this funding. If funding is approved and project is completed, we then create a new incorporated wharf committee for any and all-future management and maintenance. The Public Works Committee to lead project application for Natural Infrastructure Fund and Town Clerk to be the secondary contact as per application process.

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

3) Other Work

Recommendation

To order beach sand for volleyball court and around the park. Dealt with under Finance Committee

4) Department of Transportation and Infrastructure

5) CANOE

6) Waste Management

7) Bids to provide services

Recommendation

Call for bids for general carpentry work and grass cutting/snow removal around town as needed at an hourly rate. Also, call for bids to provide dump truck when needed. Dealt with at last council meeting

8) Dilapidated properties

9) Asset Management Plan

Recommendation

To tender for services of an assessment company to complete an assessment on all town buildings for asset management and for insurance coverage. It was decided to not go this route as Mayor Bartlett stated this would be a very costly venture. He stated that maybe AIM Network can provide an assessed value when completing our Asset Management Plan and that maybe we can get quotes from a contractor to provide us with a replacement cost for insurance purposes.

RECREATION/PARKS/PLAYGROUNDS

*VR
WB*

Nothing to Report

TRAILS

Minutes of a meeting held on September 6th, 2022 were enclosed for council's perusal.

The following topics were discussed:

- 1) Melrose to Squirter Trail
- 2) Arch Rock Trail
- 3) Lookout Pond Trail
- 4) Logo
- 5) Strategic Plan Development
- 6) Trail Building Training
- 7) Smart and Caring Community Fund
- 8) Graffiti
- 9) Murphy's Cove Trail
- 10) Green Island Lighthouse Write Up

Recommendation

Engage a graphic designer or local artist to help design a panel based on committee member Austin Norman's write up on the Green Island lighthouse. Also, replace the panel in Murphy's Cove as well as produce a new panel across from Green Island. Committee members have agreed to obtain a cost estimate of printing.

- 11) Active Living Program

Recommendation

Allow the Trails Committee to work with, if interested, the Recreation Committee to put together an Active Living application based on their proposal.

Motion #2022-09-13-5738 – Tucker/Stead

Be it resolved we allow the Trails Committee to work with the Recreation Committee if interested on an Active Living application based on their proposal as enclosed in the agenda package.

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

FIRE DEPARTMENT

Election for new Fire Chief is being held on Wednesday, September 14th, 2022.

Mayor Bartlett stepped out of the chair at 6:37p.m. Deputy Mayor Stead assumed the chair.

VR
WB

Council is aware of ongoing issues within the fire department. Council is working with the department to rectify issues of concern.

Mayor Bartlett resumed the chair at 6:45p.m.

Mayor Bartlett stated he's looking forward to the appointment of the new chief and the integration of the Fire Department as one department (i.e. one executive, one bank account, one meeting). He also stated that Councillor Johnson and himself will meet with the Fire Chief after the election.

TIDY TOWNS

Minutes of a meeting held on September 7th, 2022 were enclosed for council's perusal.

The following topics were discussed:

- 1) Environment Day
- 2) Parking lot of entrance to Community Garden
- 3) Benches for Community Garden
- 4) Composting
- 5) Root Cellars
- 6) Dilapidated buildings and car wrecks

TOURISM/ECONOMIC DEVELOPMENT

Nothing to report.

WATER RESOURCES

Minutes of a special zoom meeting held on August 25, 2022 were enclosed for council's perusal. In attendance were as follows: Councillor Lodge and Tucker and Deneen Spracklin (Program Lead – Community Water and Wastewater, Water Resources Management Division, Dept. of Environment and Climate Change). This meeting was held to address infrastructure options for reducing Disinfectant Byproducts (DBPs) in our drinking water.

Three options were discussed: 1) remove dissolved organics before chlorinating, 2) Install potable water dispensing unit(s), 3) Point of use treatment

Recommendation

Contact the Town Manager of St. Anthony to inquire how the pilot study is going to initiate information sharing.

WB VR

Motion #2022-09-13-5739 – Tucker/Johnson

Be it resolved the Water Resources Committee reach out to the Town Manager of St. Anthony to inquire how the point of use treatment pilot study is going to initiate information sharing.

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

LAND

A Lands Committee report was submitted by Councillor Stagg, Chairperson. The following items were listed with a brief synopsis:

1) Properties for sale

Recommendation

Council to give the Town Clerk permission to proceed with the sale of all four properties “as is where is” pursuant to Section 139 of the Municipalities Act.

- 96-100 Main Road

Motion #2022-09-13-5740 – Tucker/Johnson

Be it resolved that the Town Council hereby directs the Town Clerk to sell property 96-100 Main Road pursuant to Section 139 of the Municipalities Act, S.N.L., 1999, c. M-24.

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

- 46 Shore Road

Motion #2022-09-13-5741 – Tucker/Johnson

Be it resolved that the Town Council hereby directs the Town Clerk to sell property 46 Shore Road pursuant to Section 139 of the Municipalities Act, S.N.L., 1999, c. M-24.

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

- 139 Discovery Trail

Motion #2022-09-13-5742 – Tucker/Johnson

Be it resolved that the Town Council hereby directs the Town Clerk to sell property 139 Discovery Trail pursuant to Section 139 of the Municipalities Act, S.N.L., 1999, c. M-24 with a recommendation to the interested parties that an environmental assessment be conducted on the property.

WB VR

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

- 16 McCormick Crescent

Motion #2022-09-13-5743 – Tucker/Johnson

Be it resolved that the Town Council hereby directs the Town Clerk to sell property 16 McCormick Crescent pursuant to Section 139 of the Municipalities Act, S.N.L., 1999, c. M-24.

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

- 2) Thompson Pond Park/GJM Enterprises
- 3) Norman's Esso Property/Oil Tank
- 4) Stewardship Association of Municipalities (SAM)

Councillor Johnson departed the meeting at 7:18p.m. due to another commitment.

HEALTH

Minutes of a meeting held on August 31st & September 1st, 2022 were enclosed for council's perusal.

The following topics were discussed:

- 1) Citizen's Advisory Committee on Health (CAC)
- 2) Letter to Dr. Milley
- 3) Community Transportation Program (Application deadline October 31st, 2022)

Recommendation

The Health Committee to reach out to taxi companies servicing Trinity Bay North through Bonavista to explore a potential partnership.

Motion #2022-09-13-5744 – Tucker/Stead

Be it resolved the Health Committee be given permission to reach out to taxi companies in the area to explore a potential partnership with regards to the Community Transportation Program.

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

- 4) Food Security – Great things in Store – Food First NL

HUMAN RESOURCES

JB
VE

Minutes of a meeting held on August 30rd, 2022 were enclosed for council's perusal.

Some topics of discussion were as follows:

- 1) Resolutions of Council Log
- 2) Staff Leave Plans

Recommendation

Staff coordinate amount themselves to not to have annual leave overlap.

- 3) Park Hours
- 4) Hazardous Park Infrastructure
- 5) Town Manager's Sick Leave
- 6) Park & Recreation Coordinator

Recommendation

When the Parks & Recreation Coordinator returns to work, to discuss intentions going forward with this position.

Motion #2022-09-13-5745 – Lodge/Tucker

Be it resolved when the Parks & Recreation Coordinator returns to work, to discuss intentions going forward with this position.

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

- 7) General Maintenance Requirements and Options

Coucillor Lodge exited the meeting.

LIAISON REPORTS

Peaches Cove-Green Bay Development Inc.

Deputy Mayor Stead is now the liaison

Bonavista Peninsula Branch Line Association

Nothing to report

Sir William F. Coaker Heritage Foundation

Nothing to report

Wharf Committee

Motion #2022-09-13-5746 – Stead/Rumbolt

AB
VR

Be it resolved the Lands Committee take action necessary for council to consider the proposed gifting of the waterfront land adjacent to the Town Hall.

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

Hike Discovery

Nothing to report.

Discovery Geopark

Nothing to report.

Crime Prevention

Nothing to report.

Deputy Mayor Stead advised that the town was successful in obtaining a moose license this year. Four (4) people listed on the license is as follows: David Bartlett, Terence Stead, Dean Lodge and Darryl Johnson. He stated the Acting Town Manager has to give authorization to the person who will be hunting at any given time.

Motion #2022-09-13-5747 – Stead/Tucker

Be it resolved the Town Manager be given the authority to give permission to one of the individuals listed on the license to hunt at any given time.

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

CORRESPONDENCE

1. A letter was received from the Department of Transportation and Infrastructure advising that our application AP-MCW-22144 – Melrose Culvert Replacement has been approved as outlined below.

Total Project Cost	GST/HST Rebate	Total Eligible Costs	Federal Contribution	Provincial Contribution	Recipient Contribution
\$125,000.00	\$11,646.00	\$113,354.00	\$45,342.00	\$56,677.00	\$11,335.00

Motion #2022-09-13-5748 – Rumbolt/Stead

RB
RE

Be it resolved that, we the Ultimate Recipient Town of Trinity Bay North accept cost-shared funding as outlined in the Department of Transportation and Infrastructure project approval letter dated the 26th day of August, 2022, Project number 17-GI-23-00012 – Melrose Culvert Replacement with a total project value of \$125,000. This council agrees to provide the Ultimate Recipient share value of \$11,335 in funding for this project and authorizes the Mayor and Town Clerk to enter into a funding agreement with the Dept. of Transportation and Infrastructure on behalf of the Town of Trinity Bay North.

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

2. A letter was received from Doug Brown and Glenn Mackey wishing to have an update as to where council is with the releasing of a small piece of land in Thompson Pond Park back to Crown Lands.

Motion #2022-09-13-5749 – Stead/Rumbolt

Be it resolved we contact Doug Brown and Glenn Mackey advising of the current status regarding Thompson Pond Park.

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

3. A letter was received from fasdNL (fetal alcohol spectrum disorder) requesting the town proclaim September, 2022 to be FASD Awareness Month.

Motion #2022-09-13-3750 – Stead/Tucker

Be it resolved the Municipality of Trinity Bay North proclaim September, 2022 to be FASD Awareness Month.

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

4. An invitation was received from the Canadian Public Works Association (CPWA) to attend their Fall Conference, 2002 from October 12th-14th in Clarendville.

Motion #2022-09-13-5751 – Stead/Rumbolt

Be it resolved we send one (1) staff member and one (1) councillor preferably from the Public Works Committee to the CPWA Fall Conference from October 12th-14th in Clarendville.

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

SB
VR

5. An invitation was received from Municipalities Newfoundland & Labrador (MNL) to attend their annual Conference, Trade Show and AGM from November 2nd-5th in Gander.

Motion #2022-09-13-5752 – Tucker/Rumbolt

Be it resolved we send four (4) to the MNL Conference, Trade Show and AGM from November 2nd-5th in Gander.

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

6. A letter was received from the Federation of Canadian Municipalities (FCM) confirming that the Municipality of Trinity Bay North has been approved for a grant in the amount of up to \$47,440 under the Asset Management Inventory and Preliminary Capital Program. *Mayor Bartlett advised he reached out to FCM to advise of alternate contacts being the Deputy Mayor and Town Clerk.*

7. A letter was received from MNL advising the Municipal Conduct Act goes into effect September 1st, 2022.

Motion #2022-09-13-5753 – Stead/Rumbolt

Be it resolved we move into a privileged meeting at 7:55p.m.

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

Motion #2022-09-13-5754 – Stead/Tucker

Be it resolved we move back into the regular meeting at 8:23p.m.

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

NEW BUSINESS

None

NOTICES OF MOTION

None

ADJOURNMENT

Motion #2022-09-13-5755 – Rumbolt

Be it resolved that council now adjourn to meet again on Monday, September 26th, 2022.

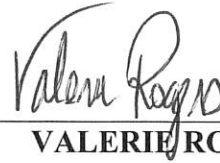
WR

VR

The meeting adjourned at 8:24p.m.



DAVID BARTLETT
MAYOR



VALERIE ROGERS
TOWN CLERK

A/P Transaction Journal

Printed: 10:00:15AM Sep 14,2022

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Vendor	Opening Balance	Credits	Payments	Balance
85424001 85424 Newfoundland and Labrador Inc.	\$126.50	\$0.00	\$0.00	\$126.50
BATTL001 Battlefield Equip. - Nfid	\$172.44	\$0.00	\$0.00	\$172.44
BELLA001 Bell Alliant	\$517.53	\$0.00	\$0.00	\$517.53
BENDU001 Ben Duffett Plumbing & Heating	\$599.82	\$0.00	\$0.00	\$599.82
BIOMA001 Biomaxx Wastewater Solutions Inc.	\$1,731.62	\$0.00	\$0.00	\$1,731.62
BLUER001 Blue River Media	\$883.43	\$0.00	\$0.00	\$883.43
BRENN001 Brenntag Canada Inc.	\$7,559.76	\$0.00	\$0.00	\$7,559.76
BULLD001 Bulldog Contracting Ltd.	\$1,035.00	\$0.00	\$0.00	\$1,035.00
CATAL002 Catalina Pharmacy	\$18.38	\$0.00	\$0.00	\$18.38
CATAL008 Catalina Convenience & Gas Bar	\$1,573.87	\$0.00	\$0.00	\$1,573.87
CHARD003 Chard's Automotive Ltd.	\$1,968.75	\$0.00	\$0.00	\$1,968.75
DUFFEE001 Duffett's Grocery	\$711.85	\$0.00	\$0.00	\$711.85
EASTL001 EastLink	\$797.55	\$0.00	\$0.00	\$797.55
EMCOL001 Emco Limited	\$4,591.93	\$0.00	\$0.00	\$4,591.93
G.B.S001 G. B. Signs	\$441.31	\$0.00	\$0.00	\$441.31
KIM0S001 Kim's Flowers	\$63.25	\$0.00	\$0.00	\$63.25
NEWFO002 Newfoundland Power Co. Ltd.	\$10,891.96	\$0.00	\$0.00	\$10,891.96
ORKIN001 Orkin Canada Corporation	\$583.29	\$0.00	\$0.00	\$583.29
R-JAD001 R&J Advertising	\$145.00	\$0.00	\$0.00	\$145.00
RAYMO002 Raymond Guy & Sons Ltd.	\$48.30	\$0.00	\$0.00	\$48.30
RODWA001 Rodway's Office Supplies	\$161.00	\$0.00	\$0.00	\$161.00
ROUTE002 Route 230 Convenience Store & Gas Bar	\$573.31	\$0.00	\$0.00	\$573.31
SHIRR001 Shirran's Transportation	\$60.00	\$0.00	\$0.00	\$60.00
TELU001 Telus	\$338.67	\$0.00	\$0.00	\$338.67

Vendor
 TORQIM001 Toromont Industries Ltd.

Grand Totals:

Opening Balance	Credits	Payments	Balance
\$2,051.84	\$0.00	\$0.00	\$2,051.84
<u>\$37,646.36</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$37,646.36</u>

Account Summary

Account	Name	Total
6000-7000	EXP HYDRO - OFFICE	198.78
6020-7200	EXP HYDRO - RECREATION	275.70
6025-7500	EXP HYDRO - LIFT STATIONS	1,101.21
6026-7500	EXP HYDRO - BOOSTER STATION	47.39
6027-7500	EXP HYDRO PUMPHOUSE	1,496.75
6028-7500	EXP HYDRO CHLORINE HOUSE	236.60
6030-7300	EXP HYDRO - GARAGE	53.92
6031-7200	EXP HYDRO - CAT HIS SOC.	38.70
6035-7400	EXP HYDRO - STREET LIGHT	6,161.78
6040-7000	EXP TELEPHONE - OFFICE	417.91
6050-7300	EXP TELEPHONE - CELLULAR	256.00
6065-7000	EXP OFFICE SUPPLIES/EXP	1,306.34
6067-7000	EXP PUBLIC RELATIONS	22.67
6106-7300	EXP SUPPLIES - GARAGE	156.38
6119-7500	MAINT 2020 CAT 420F BACKHOE	1,896.95
6121-7300	EXP MAINT INTERNATIONA DUMP	1,785.33
6148-7200	TBN RECREATION ADMINISTRATION	1,047.30
6149-7100	FIRE DEPT ADMINISTRATION	956.51
6153-7700	EXP ANIMAL/PEST CONTROL	201.55
6185-7300	EXP DIESEL DYED (CAT GARAGE)	693.75
6187-7300	EXP GAS PICKUP	1,230.08
6230-7400	EXP ROADS - MAINTENANCE	1,290.80
6243-7500	EXP SANITARY SEWER SYSTEM	1,570.29
6245-7500	EXP WATER SYSTEM	4,770.00
6249-7500	EXP WATER SYSTEMS (PUMPHOUSE)	6,970.16
7998-0000	EXP HST REBATE	3,463.51
	Total:	37,646.36