

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

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

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

CALL TO ORDER

A quorum being present Mayor Bartlett called the meeting to order at 5:05p.m.

ADOPTION OF AGENDA

Motion #2022-08-09-5710 – Tucker/Stagg

Be it resolved the agenda be adopted as presented.

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

ADOPTION OF MINUTES

Regular Meeting of June 29th, 2022 (Continuation of June 13th, 2022)

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of June 29, 2022 which had been circulated with the agenda.

Motion #2022-08-09-5711 – Tucker/Rumbolt

Be it resolved the minutes of the June 29th, 2022 continuation of the regular meeting held on June 13th, 2022 be adopted as presented.

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

Regular Meeting of July 12th, 2022

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Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of July 12th, 2022 which had been circulated with the agenda.

Motion #2022-08-09-5712 – Stagg/Tucker

Be it resolved the minutes of the July 12th, 2022 regular meeting of council be adopted as presented.

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

Special Meeting of July 18th, 2022

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of July 18, 2022 which had been circulated with the agenda.

Motion #2022-08-09-5713 – Stagg/Tucker

Be it resolved the minutes of the July 18th, 2022 special meeting of council be adopted as presented.

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

BUSINESS ARISING FROM MINUTES

Motion #2022-08-09-5714 – Stagg/Johnson

Be it resolved we review the business arising items by Friday, August 12th and if any questions, contact the Acting Town Manager.

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

DELEGATION

Fire Chief Derek Ryan was asked to attend the meeting to deal with issues of concern. Also in attendance was 2nd Assistant Chief Kevin Cox.

Motion #2022-08-09-5715 – Lodge/Johnson

Be it resolved we move into a privileged meeting @ 5:10p.m.

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

Assistant Fire Chief Cox departed the meeting because of the privileged meeting.

Motion #2022-08-09-5716 – Lodge/Stagg

Be it resolved we move back into the regular meeting @ 5:25p.m.

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

VR *WB*

During the privileged meeting Fire Chief Derek Ryan resigned his position as Fire Chief.

2nd Assistant Fire Chief Cox returned to the meeting.

There were some concerns expressed by both the former Fire Chief and 2nd Assistant Chief as follows:

- Firefighters not wanting to go on fire calls
- Firefighters not having bunker gear
- Problems within both stations

It was stated that council has to step in and recommend some solutions i.e. one executive, one bank account, terms of reference, amending constitution, structuring, etc.

It was decided to schedule a meeting with the Executive the end of August or early in September.

TOWN CLERK'S REPORT

Bills

The Town Clerk presented the bills for payment in the amount of \$43,820.52 and opened the floor for any questions.

Motion #2022-08-09-5717 – Johnson/Tucker

Be it resolved the bills be paid in the amount of \$43,820.52.

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

Budget Variance Report

The Budget Variance Report for January-June, 2022 was included for council's perusal.

Quick Statistics Summary (Accounts Receivable)

The Quick Statistics Summary up to July 31, 2022 consisting of a breakdown of accounts receivable, collections for July, collections this year, adjustments and discounts for July, adjustments and discounts this year, and the percentage of taxes collected to date were enclosed for council's perusal.

Bank Balance

Balance as of July 31, 2022 - \$755,680.16

TOWN MANAGER'S REPORT

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The following was reported: CEEP Project application has been completed and submitted, the re-shingling of the Frank Power Chalet and Fire Station 1 has been completed and the bathrooms in Lookout Pond Park has been completed.

FINANCE

Minutes of a meeting held on August 9th, 2022 were enclosed for council's perusal. The following were recommendations from the Committee

Capital Budget Plan

Motion #2022-08-09-5718 – Rumbolt/Johnson

Be it resolved the Chairperson of the Finance Committee complete the capital budget plan along with the town staff and also town staff obtain cost estimates for the next 3 years capital expenditures.

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

Assessment Review Commissioner

Motion #2022-08-09-5719 – Stagg/Rumbolt

Be it resolved the Acting Town Manager make a recommendation to hire an Assessment Review Commissioner for council's consideration at the next meeting.

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

2022-2024 Audit Tender

Motion #2022-08-09-5720 – Johnson/Rumbolt

Be it resolved we move forward with the 2022-2024 Audit tender as soon as possible.

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

Plow Truck Purchase

In the Public Works Committee report

Wharf Committee Funding Request

This item to be deferred to the liaison of the Wharf Committee

Port Union Historical Museum Association

A letter was received from the Association for an exemption on their 2022 property and business taxes as they are a not-for-profit organization.

Motion #2022-08-09-5721 – Stagg/Tucker

Be it resolved the Port Union Historical Museum Association be granted a tax exemption on the business tax and property tax for 2022.

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

Outstanding Property Tax Assessment Appeals

The Acting Town Manager stated to council that the request for a list of these appeals is with the Municipal Assessment Agency and not privy to council.

Lavina Rose Cottages

A letter was received from Donna & Lee Johnson regarding the business tax for Airbnb's. This letter to be deferred back to the Finance Committee for reviewal.

PUBLIC WORKS

Minutes of a meeting held on August 4th, 2022 were enclosed for council's perusal.

The following topics and recommendations were discussed:

- 1) Municipal Infrastructure Projects
- 2) CANOE Procurement Group of Canada

Motion #2022-08-09-5722 – Tucker/Stagg

Be it resolved we become a member of the CANOE Procurement Group of Canada.

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

- 3) Federal National Infrastructure Fund

PWC recommendations

- *Add storm drains on east point and sea walls in Catalina, Port Union, Melrose and Little Catalina. Get started on preparing paperwork for funding.*

- 5) Plow Truck

Motion #2022-08-09-5723 – Lodge/Stagg

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Be it resolved we tender to sale the 2010 International Dump Truck “as is where is” once current issues are addressed.

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

6) Waste Management

PWC recommendation

- *Post an ad on TBN News & Views for all items being transferred to the waste site must be covered and no dumping outside gates.*

7) Department of Transportation and Infrastructure

PWC recommendations

- *Councillor Lodge order signs “Caution Children in Area”, “Caution Crosswalk Ahead” & “Use at own Risk”. Approval given*
- *Order crushed stone to address sides of road. As long as it’s in the spending limit of the Acting Town Manager it was agreed to order the crushed stone.*

8) Bids to provide services (including general carpentry)

Motion #2022-08-09-5723 – Lodge/Tucker

Be it resolved we put out a call for bids for an hourly rate for general Carpentry work and grass cutting around town.

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

9) Other

PWC recommendations

- *Provide assistance to Newman’s Cove to locate their water leak when time & resources allow.*
- *Town worker Claude Cotter maintain the water system as per Town Foreman’s recommendation while he’s on vacation as Claude has the training.*

10) Dilapidated Properties

PWC recommendations

- *Write the property owners as identified.*

11) Permits

PWC recommendations

- *Letters to go out to identified homeowners that are non-compliant in obtaining a permit.*

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RECREATION/PARKS/PLAYGROUNDS

Nothing to Report

TRAILS

Minutes of a meeting held on August 8th, 2022 were enclosed for council's perusal.

The following topics were discussed:

- Lookout Pond Trail
- Murphy's Cove Trail
- Arch Rock Trail
- Hike Discovery
- Smart and Caring Community Fund
- CEEP
- Marketing/Promotion
- Upcoming Activities

FIRE DEPARTMENT

Nothing to Report

TIDY TOWNS

Minutes of a meeting held on July 13th, 2022 were enclosed for council's perusal.

The following topics were discussed:

- Environment Day
- Parking lot of entrance to Community Garden
- Community Garden fountain
- Flowers for planters around town

TOURISM/ECONOMIC DEVELOPMENT

Nothing to report.

WATER RESOURCES

Nothing to report.

LAND

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The Acting Town Manager advised that the Acting Town Clerk sent an email to Imperial Oil regarding property 139 Discovery Trail and to date has not received a reply. *Mayor Bartlett suggested to send him a copy of the email so he can look into the matter further.*

HEALTH

Minutes of a meeting held on July 19th, 2022 were enclosed for council's perusal.

The following topics were discussed:

1) Doctor shortage/regional collaboration

Motion #2022-08-09-5724 – Tucker/Stagg

Be it resolved we send the letter as written to Dr. Milley.

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

2) Community Transportation Program

3) Harassment Policy

4) Citizen's Advisory Committee on Health

5) Food Security

HUMAN RESOURCES

Minutes of a meeting held on July 26th, 2022 and August 2nd, 2022 were enclosed for council's perusal.

Some topics of discussion were as follows:

1) Lookout Park and Park Coordinator

2) Staff leave plans

3) Resolutions of Council Log

HR Recommendation

- *To have a written log with any resolution not completed provided at each meeting.*

4) Town Manager's sick leave

5) Other Issues

LIAISON REPORTS

Peaches Cove-Green Bay Development Inc.

Nothing to report

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Bonavista Peninsula Branch Line Association

Nothing to report

Sir William F. Coaker Heritage Foundation

Nothing to report

Wharf Committee

Nothing to report.

Hike Discovery

Nothing to report.

Discovery Geopark

Councillor Tucker enclosed some notes of their last meeting as follows:

- Revalidation in 2023
- Geopark Tours
- World Geodiversity Day in October

Crime Prevention

Nothing to report.

CORRESPONDENCE

1. A letter was received from the Department of Transportation and Infrastructure advising that our application AP-MCW-22139 – Historical District Water and Sewer Upgrades has been approved as outlined below.

| Total Project Cost | GST/HST Rebate | Total Eligible Costs | Maximum Provincial Contribution | Municipal Contribution |
|---------------------------|-----------------------|-----------------------------|--|-------------------------------|
| | | | 90% | 10% |
| \$1,040,000.00 | \$96,892.00 | \$ 943,108.00 | \$ 848,797.00 | \$ 94,311.00 |

Motion #2022-08-09-5725 – Lodge/Rumbolt

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 27th day of July, 2022, Project number AP-MCW-22139 – Historical District Water and Sewer Upgrades with a total project value of \$1,040,000. This council agrees to provide the Ultimate Recipient share value of \$94,311 in funding for this project and authorizes the Mayor and Town Clerk to

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enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Trinity Bay North.

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

2. A letter was received from Amanda Dinn, Environmental Health Officer with Digital Government and Service NL certifying that the sewage system in Lookout Pond Park was inspected on July 27, 2022 and has been installed as per the design by the Approved Designer Hubert Alacoque, Registration #AD-2002 106615, pursuant to the Sanitation Regulations and the Private Sewage Disposal and Water Supply Standards.

3. A letter was received from the Municipal Assessment Agency providing an update on the Municipal Assessment Agency.

4. A letter was received from the Planning Committee of the Canadian Cancer Society Relay 2022 seeking a donation for the Relay 2022.

Motion #2022-08-09-5726 – Tucker/Rumbolt

Be it resolved we give a monetary donation equivalent to last year's donation to the Canadian Cancer Society Relay 2022.

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

NEW BUSINESS

1. Debit System

Mayor Bartlett stepped out of the chair and Councillor Stagg took the chair.

Motion #2022-08-09-5727 – Bartlett/Johnson

Be it resolved we purchase a Square debit system for the Town Hall.

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

Mayor Bartlett resumed the chair.

2. Stewardship Association of Municipalities

Councillor Tucker advised that council needs to review the proposed Habitat Conservation Plan to verify there are no current or predicted land use conflicts in any of the proposed areas and then sign the document.

3. Union House Arts

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Councillor Tucker advised she visited the Union House Arts and stated that council was invited by the Executive Director Bethany MacKenzie to attend a meeting to inform council of the great work being done at the UHA. Councillor Tucker to arrange a meeting either on a Tuesday or Wednesday evening.

NOTICES OF MOTION

None

ADJOURNMENT

Motion #2022-08-09-5728 – Stagg

Be it resolved that council now adjourn to meet again on Monday, September 12th, 2022.

The meeting adjourned at 7:00pm.



DAVID BARTLETT
MAYOR



VALERIE ROGERS
TOWN CLERK

A/P Transaction Journal

Printed: 4:01:25PM Aug 08,2022

Page 1 of 3

| Vendor | Opening Balance | Credits | Payments | Balance |
|---|-----------------|---------|----------|-------------|
| 85424001 Newfoundland and Labrador Inc. | \$1,181.91 | \$0.00 | \$0.00 | \$1,181.91 |
| BATTL001 Battlefield Equip. - NRtd | \$68.66 | \$0.00 | \$0.00 | \$68.66 |
| BELLA001 Bell Aliant | \$535.30 | \$0.00 | \$0.00 | \$535.30 |
| BONAV004 Bonavista-Trinity Regional Chamber of Commerce | \$75.00 | \$0.00 | \$0.00 | \$75.00 |
| BULLD001 Bulldog Contracting Ltd. | \$2,070.00 | \$0.00 | \$0.00 | \$2,070.00 |
| CCPAN001 CCPANL | \$260.00 | \$0.00 | \$0.00 | \$260.00 |
| CHARD003 Chard's Automotive Ltd. | \$1,136.62 | \$0.00 | \$0.00 | \$1,136.62 |
| COAST001 Coastal Paving | \$14,777.50 | \$0.00 | \$0.00 | \$14,777.50 |
| DUFFE001 Duffett's Grocery | \$1,439.04 | \$0.00 | \$0.00 | \$1,439.04 |
| EASTL001 Eastlink | \$566.73 | \$0.00 | \$0.00 | \$566.73 |
| EDDYX001 Eddy's Gas Bar | \$1,079.38 | \$0.00 | \$0.00 | \$1,079.38 |
| EMCOL001 Emco Limited | \$1,219.00 | \$0.00 | \$0.00 | \$1,219.00 |
| HIKED001 Hike Discovery Inc. | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 |
| KALTI001 Kal Tire | \$1,345.56 | \$0.00 | \$0.00 | \$1,345.56 |
| LINEP001 Line Painting Plus Inc. | \$977.50 | \$0.00 | \$0.00 | \$977.50 |
| LODGE001 Lodge's Plumbing & Electrical | \$164.15 | \$0.00 | \$0.00 | \$164.15 |
| MODER001 Modern Business Equipment Ltd. | \$232.21 | \$0.00 | \$0.00 | \$232.21 |
| NEWFC002 Newfoundland Power Co. Ltd. | \$10,945.75 | \$0.00 | \$0.00 | \$10,945.75 |
| ORKIN001 Orkin Canada Corporation | \$479.21 | \$0.00 | \$0.00 | \$479.21 |
| QUADI001 Quadient Canada Ltd. | \$752.99 | \$0.00 | \$0.00 | \$752.99 |
| R~JAD001 R&J Advertising | \$124.00 | \$0.00 | \$0.00 | \$124.00 |
| RAYMO002 Raymond Guy & Sons Ltd. | \$365.74 | \$0.00 | \$0.00 | \$365.74 |
| RODWA001 Rodway's Office Supplies | \$126.50 | \$0.00 | \$0.00 | \$126.50 |
| ROUTE002 Route 230 Convenience Store & Gas Bar | \$1,012.48 | \$0.00 | \$0.00 | \$1,012.48 |
| SHAGG001 Shagg Island Enterprises Ltd. | \$517.50 | \$0.00 | \$0.00 | \$517.50 |

A/P Transaction Journal

Printed: 4:01:25PM Aug 08,2022

| Vendor | Opening Balance | Credits | Payments | Balance |
|----------------------|--------------------|---------------|---------------|--------------------|
| TELU001 Telus | \$367.79 | \$0.00 | \$0.00 | \$367.79 |
| Grand Totals: | \$43,820.52 | \$0.00 | \$0.00 | \$43,820.52 |

* EFT Vendor

Vendor

Opening Balance Credits Payments Balance

Account Summary

| Account | Name | Total |
|-----------|--|------------------|
| 6000-7000 | EXP HYDRO - OFFICE | 370.65 |
| 6020-7200 | EXP HYDRO - RECREATION | 80.94 |
| 6025-7500 | EXP HYDRO - LIFT STATIONS | 1,013.53 |
| 6026-7500 | EXP HYDRO - BOOSTER STATION | 50.87 |
| 6027-7500 | EXP HYDRO PUMPHOUSE | 1,328.16 |
| 6028-7500 | EXP HYDRO CHLORINE HOUSE | 234.66 |
| 6030-7300 | EXP HYDRO - GARAGE | 59.40 |
| 6031-7200 | EXP HYDRO - CAT HIS SOC. | 40.49 |
| 6035-7400 | EXP HYDRO - STREET LIGHT | 6,169.45 |
| 6040-7000 | EXP TELEPHONE - OFFICE | 431.43 |
| 6050-7300 | EXP TELEPHONE - CELLULAR | 282.33 |
| 6060-7000 | EXP ADVERTISING | 235.78 |
| 6065-7000 | EXP OFFICE SUPPLIES/EXP | 1,311.42 |
| 6067-7000 | EXP PUBLIC RELATIONS | 45.34 |
| 6109-7500 | EXP VEHICLE MAINT - CAT 420 BACKHOE (200 | 1,220.20 |
| 6116-7200 | EXP. MAINT. TRAILS | 2,000.00 |
| 6135-7000 | EXP TRAVEL (STAFF) | 75.00 |
| 6148-7200 | TBN RECREATION ADMINISTRATION | 5,568.23 |
| 6149-7100 | FIRE DEPT ADMINISTRATION | 2,123.11 |
| 6153-7700 | EXP ANIMAL/PEST CONTROL | 201.55 |
| 6167-7200 | EXP TIDY TOWNS | 4,432.16 |
| 6185-7300 | EXP DIESEL DYED (CAT GARAGE) | 250.60 |
| 6187-7300 | EXP GAS PICKUP | 1,173.85 |
| 6230-7400 | EXP ROADS - MAINTENANCE | 9,698.60 |
| 6243-7500 | EXP SANITARY SEWER SYSTEM | 148.86 |
| 6245-7500 | EXP WATER SYSTEM | 1,105.43 |
| 6249-7500 | EXP WATER SYSTEMS (PUMPHOUSE) | 331.66 |
| 7998-0000 | EXP HST REBATE | 3,836.82 |
| | Total: | 43,820.52 |

* EFT Vendor