

**Municipality of Trinity Bay North
Regular Council Meeting December 19, 2023**

**Minutes of a regular meeting of the Council of the
Municipality of Trinity Bay North, held in the
Town Hall, December 19, 2023**

<i>Members Present</i>	Mayor	David Bartlett
	Deputy Mayor	Dean Lodge
	Councillors	Albert Johnson
		Doreen Rumbolt
		Pauline Stagg
		Terence Stead
	Jane Tucker	

<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 5:00p.m.

ADOPTION OF AGENDA

Motion #2023-12-19-6324 – Stagg/Tucker

Be it resolved the agenda be adopted as presented.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

ADOPTION OF MINUTES

Regular Meeting of December 5, 2023

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of December 5, 2023 which had been circulated with the agenda.

Motion #2023-12-19-6325 – Lodge/Stagg

Be it resolved the minutes of December 21, 2023 regular meeting of council be adopted as presented.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

BUSINESS ARISING FROM MINUTES

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Coaker Foundation

Motion #2023-12-19-6326 – Tucker/Lodge

Be it resolved the Town Manager write the Coaker Foundation expressing his concerns regarding the safety issues he has identified on their work site and giving them a timeline to get it corrected.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Youth Employment

Motion #2023-12-19-6327 – Stead/Lodge

Be it resolved the Town Manager complete the application for the Canada Summer Jobs on behalf of the TBN Recreation Commission.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Biomaxx Invoicing

Motion #2023-12-19-6328 – Stead/Rumbolt

Be it resolved based on the recommendation from the Town Manager as being a sole source as per the Procurement Act, we enter into a four-year contract with Biomaxx for the following services: Outfall Sampling, Federal Database Reporting, and Flow Meter Maintenance.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Letter from the Royal Canadian Legion Newfoundland & Labrador Command

Councillor Stead declared himself in a possible perceived conflict of interest as he is a member of the Royal Canadian Legion Branch #16. He departed the meeting at 5:50p.m.

Motion #2023-12-19-6329 – Tucker/Stagg

Be it resolved we write the Royal Canadian Legion Branch #16 inquiring as to their future plan in this area, particularly their building.

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

Motion #2023-12-19-6330 – Stagg/Tucker

Be it resolved we purchase a 1/10th page (business card) advertisement space in the Royal Canadian Legion Newfoundland & Labrador Command's "Veterans Service Recognition Book" in the amount of \$255.00.

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

Councillor Stead returned to the meeting at 5:52p.m.

Letter from Discovery Collegiate

Motion #2023-12-19-6331 – Stagg/Rumbolt

Be it resolved we donate \$250.00 to the Discovery Collegiate's 2022/23 Scholarship Ceremony.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Letter from the Port Union Lions Club

Motion #2023-12-19-6332 – Stead/Lodge

Be it resolved we donate \$100.00 to the Port Union Lions Club towards the distribution of goodie bags at their Santa Claus Parade.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Map presented at Tourism Forum held by BTRCC

Councillor Tucker advised that a resident approached her after he/she attended the Forum and felt that TBN was not well represented on the pamphlet (produced by Legendary Coasts), particularly that the Historic District should have had a photo featured. The resident also pointed out that there is currently no representative from TBN on the Board of BTRCC.

Motion #2023-12-19-6333 – Tucker/Johnson

Be it resolved the Economic Development Committee write a letter to Legendary Coasts inquiring as to where they got their information for their tourism map and media and also expressing our displeasure regarding under-representation of our municipality and extend an invitation for a board member to make a site visit to see all that our town has to offer.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Hiking Trails Update

Motion 2023-12-19-6334 – Tucker/Stead

Be it resolved we allocate \$1,500.00 from the trails budget to pay towards a Green Team in partnership with UNESCO Geopark for Arch Rock development.

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In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Motion #2023-12-19-6335 – Tucker/Stead

Be it resolved we apply for a Green Team in partnership with UNESCO Geopark for Arch Rock development.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Ideas to reduce town deficit spending

Motion #2023-12-19-6336 – Tucker/Lodge

Be it resolved we extend the Acting Town Clerk's position to June 30, 2024 to be reviewed by the Human Resources Committee at the end of April 2024.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Motion #2023-12-19-6337 – Stead/Lodge

Be it resolved the Public Works Committee investigate the viability of the Town Hall becoming the public works maintenance depot and repurposing the current maintenance building into a cold storage area. Review deadline – February 28, 2024.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Motion #2023-12-19-6338 – Lodge/Tucker

Be it resolved the Public Works Committee investigate the viability of divesting one front-end loader from the town's heavy equipment fleet. Review deadline – April 30, 2024.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Motion #2023-12-19-6339 – Rumbolt/Stagg

Be it resolved the Town Manager and Town Clerk collaborate to review building rental agreements with other communities to 1) confirm TBN rentals are on par with similar rentals in other communities our size, and 2) provide recommendations for building use and or rental intended to achieve no cost to TBN. Review deadline – January 31, 2024.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Motion #2023-12-19-6340 – Stead/Rumbolt

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Be it resolved the Public Works Committee review waste disposal options and provide recommendations to achieve cost savings and minimize environmental impacts in both waste collection and disposal. Update to be provided in April 2024.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Motion #2023-12-19-6341 – Tucker/Lodge

Be it resolved the Town Manager and Councillor Tucker collaborate to research street lighting options with a goal to decrease cost to the town. Review deadline – February 29, 2024.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stagg, Stead & Tucker} Opposed 1 {Councillor Rumbolt} Motion Carried

Motion #2023-12-19-6342 – Stead/Rumbolt

Be it resolved the Assistant Town Clerk collaborate with the Finance Committee to identify untaxed properties within our boundaries and provide recommendations to achieve the Department of Municipal and Provincial Affairs taxation mandates. Also, all property ownerships identified and/or a general auction plan to council by June 30, 2024.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Moton #2023-12-19-6343 – Stead/Stagg

Be it resolved the Assistant Town Clerk collaborate with the Lands Committee to provide an auction plan for all abandoned properties within the town's boundaries by June 30, 2024.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Councillor Rumbolt declared herself in conflict of interest at 6:38p.m. as Fire Chief Andrew Rumbolt is her son. She then sat in the public gallery.

Motion #2023-12-19-6344 – Lodge/Tucker

Be it resolved the liaisons investigate in collaboration with the Fire Department to look at options for the future of station 2.

In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stagg, Stead & Tucker} Opposed 1 {Councillor Johnson}; Motion Carried

Councillor Rumbolt joined the meeting at 6:44p.m.

TOWN CLERK'S REPORT

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Bills

The Town Clerk presented the bills for payment in the amount of \$16,977.44 and opened the floor for any questions.

Councillor Stagg declared herself in a possible conflict of interest as there is an invoice submitted from Spurrell's Heavy Equipment Construction Inc. that is owned by her nephew. She departed the meeting at 6:45p.m.

Motion #2023-12-19-6345 – Tucker/Stead

Be it resolved the bills submitted for payment in the amount of \$16,977.44 be approved.

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

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

Budget Variance Report

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

Quick Statistics Summary (Accounts Receivable)

The Quick Statistics Summary up to November 30, 2023 consisting of a breakdown of accounts receivable, collections for November, collections this year, adjustments and discounts for November, adjustments and discounts this year, and the percentage of taxes collected to date were enclosed for council's perusal.

Bank Balance

The bank balance to the end of November, 2023 was \$579,036.05.

TOWN MANAGER'S REPORT

The Town Manager provided a written report on items he's been working on since the last meeting.

Capital Investment Plan (Catalina Seawall)

Motion #2023-12-19-6346 – Lodge/Stead

Be it resolved we withdraw the Capital Investment Plan for project #265-2023-78878 (Catalina Seawall and Storm Sewer) in the amount of \$69,055.00.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

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Also, included for council's perusal were the minutes of the Workplace Safety Committee meeting that took place on December 14, 2023.

FINANCE

Utilities – Town Buildings

Motion #2023-12-19-6347 – Stead/Rumbolt

Be it resolved the Town Manager investigate opportunity funding applications to replace the heating sources in all the town-owned buildings with heat pumps.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Town Manager's Travel Claim

Motion #2023-12-19-6348 – Stead/Rumbolt

Be it resolved the Town Manager's travel claim submitted for payment for October 2-December 14, 2023 for \$1,083.84 be approved.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Town Clerk's Travel Claim

Motion #2023-12-19-6349 – Stead/Johnson

Be it resolved the Town Clerk's travel claim submitted for payment for 2023 for \$114.69 be approved.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Tax Structure

Motion #2023-12-19-6350 – Lodge/Johnson

Be it resolved motion #2023-11-30-6311 be rescinded.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Motion #2023-12-19-6351 – Lodge/Johnson

Be it resolved the amended Tax Structure be adopted:

**MUNICIPALITY OF TRINITY BAY NORTH
2024 TAX STRUCTURE**

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The 2024 Tax Structure was adopted by council on December 19, 2023 pursuant to Section 101 of the Municipalities Act, 1999

PROPERTY TAX

Residential (Minimum \$500.00)	8.5 mils
55+ Senior Apartments (Single Building with 4 or more Units)	6 mils
Vacant Land (Minimum \$300.00)	8.5 mils
Small Structures (Minimum \$30.00)	10.5 mils
Commercial (Minimum \$400.00)	10.5 mils

POLL TAX	\$300.00
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WATER AND SEWER

Residential Water/Sewer	\$35.00 per month or \$420.00 per year
Residential Water Only	\$26.00 per month or \$312.00 per year
Residential Sewer Only	\$15.00 per month or \$180.00 per year
Commercial Water/Sewer	\$47.00 per month or \$564.00 per year
Commercial Water Only	\$32.00 per month or \$384.00 per year
Commercial Sewer Only	\$150.00 per month or \$1,800.00 per year
Water/Sewer (Schools)	\$215.00 per month or \$2,580.00 per year
Water/Sewer (Personal Care Homes as defined by Eastern Health)	\$165.00 per month or \$1,980.00 per year
Unoccupied dwelling (turned off more than 1 year)	\$100.00 per year

BUSINESS TAX (minimum \$350 per year)

Class I - 36 mils	Pharmaceutical & General Store combined, Professional Services, Insurance Companies
Class II - 18.25 mils	Construction Companies, Salvage Companies, Plumbing & Electrical, Sawmills
Class III - 5 mils	Personal Care Homes

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Class IV - 13.50 mils	Grocery & Hardware Stores combined, Lounges, Novelty Shops
Class V - 13 mils	Services (Gas) Stations, Body Shops, Clothing Stores, Home Furnishing Stores, Restaurants, Take-Outs, Auto Supplies, Auto Sales
Class VI - 12.50 mils	Convenience Stores, Hair Salons, Meat Cutting, Daycare Facilities, Flea Markets, Pet Grooming
Class VII - 30 mils	Funeral Homes
Class VIII - 50 mils	Financial Institutions
Class IX - 12 mils	Hotels, Bed & Breakfast Units, Airbnb Units, Storage Units
Class X - 50 mils	Industrial Plants
Class XI - 12 mils	All other businesses

Business with no property to assess	5% of Gross Revenue or \$500 whichever is greater
Utilities/Cable Companies	2.5% of Gross Revenue

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stead & Tucker} Opposed 1 {Councillor Stagg}; Motion Carried

PUBLIC WORKS/WATER RESOURCES

Nothing to report

RECREATION - PARKS/PLAYGROUNDS/TRAILS

Notes were included from a meeting held on December 15, 2023.

FIRE DEPARTMENT

Nothing to report.

TIDY TOWNS

Nothing to report.

TOURISM/ECONOMIC DEVELOPMENT/LANDS

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Minutes of a meeting held on December 13, 2023 were enclosed for council's perusal.

Dilapidated Structure (former OCI building)

Motion #2023-12-19-6352 – Rumbolt/Stagg

Be it resolved the Economic Development Committee have a discussion with the Public Works Committee to decide an appropriate way forward regarding the former OCI building. Also, the committee suggest that prior agreements be reviewed and legal advice requested.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

HEALTH

Nothing to report.

HUMAN RESOURCES

Minutes of a meeting held on December 11 & 15, 2023 were enclosed for council's perusal.

Town Foreman's Position

Motion #2023-12-19-6353 – Stead/Lodge

Be it resolved we move into a privileged meeting at 7:40p.m.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Councillor Rumbolt declared herself in possible bias as the Town Foreman is a direct supervisor of her son. She departed the meeting at 7:41p.m.

Motion #2023-12-19-6354 – Stagg/Tucker

Be it resolved we move back into the regular meeting at 7:45p.m.

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

Motion #2023-12-19-6355 – Lodge/Tucker

Be it resolved we accept the Town Foreman's recommendation to resign his position for seasonal employment and to share the water monitoring with another employee to train for the position as of April 30, 2024.

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

Motion #2023-12-19-6356 – Lodge/Tucker

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Be it resolved the administrative staff work to develop an incentive-based program for 2024 to be rolled out to all employees by January 20, 2024.

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

Motion #2023-12-19-6357 – Lodge/Stead

Be it resolved all employees be given a year-end appreciation wage supplement of \$100 for 2023.

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

Councillor Rumbolt returned to the meeting at 7:53p.m.

LIAISON REPORTS

Sir William F. Coaker Heritage Foundation

Nothing to report

Wharf Committee

Nothing to report

Peaches Cove-Green Bay Development Inc.

An email from Councillor Stead was enclosed for council's perusal regarding their meeting held on December 18, 2023.

Motion #2023-12-19-6358 – Stead/Johnson

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

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Motion #2023-12-19-6359 – Lodge/Johnson

Be it resolved we move back into the regular meeting at 8:02p.m.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

Bonavista Peninsula Branch Line Association

Nothing to report

Hike Discovery

Nothing to report

Discovery Geopark

Nothing to report

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JB

Crime Prevention

Nothing to report

Trinity Bay North Historical Society

Nothing to report

CORRESPONDENCE

1. A letter was received from Minister Tom Osbourne of the Department of Health and Community Services inquiring as to whether municipal offices would be interested in becoming naloxone distribution sites.

Motion #2023-12-19-6360 – Stagg/Rumbolt

Be it resolved we investigate the Take Home Naloxone Program further.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

2. An invoice was received from the Federation of Canadian Municipalities for the 2024-2025 membership fee of \$667.54.

Motion #2023-12-19-6361 – Lodge/Rumbolt

Be it resolved we pay the 2024-2025 FCM's membership fee of \$667.54.

In favour 7 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Rumbolt, Stagg, Stead & Tucker} Opposed 0; Motion Carried

NEW BUSINESS**Resident's VOCCM Call**

Councillor Tucker suggested that we request a meeting with the resident who made accusations regarding council a few months ago.

Councillor Stead left the meeting at 8:07p.m. stating that he believes this is privileged information that should not be discussed in a public meeting.

The consensus of council was that there is no benefit to discuss this further due to the lapse in time.

NOTICES OF MOTION

None

ADJOURNMENT

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Motion #2023-12-19-6362 – Lodge
Be it resolved the meeting adjourn.

The meeting adjourned at 8:10p.m.

The next regular meeting is scheduled for Tuesday, January 16, 2024 @ 5:00p.m.



DAVID BARTLETT
MAYOR



VALERIE ROGERS
TOWN CLERK