

COPY

MINUTES OF MEETING, JUNE 20, 2022

Call meeting to order/adoption of agenda:-

A regular meeting of the Bonavista Town Council was held on Monday, June 20, 2022, at 6:00 p.m. in the Council Chambers and via teleconference. There were seven members present; Mayor Norman, Deputy Mayor Reg Butler, Councillors Nicole Abbott, David Hiscock, Calvin Rolls, Lindsay Phillips, and Colleen Tinkham were present in the Chambers. CAO/Clerk Stephanie Lodge was also present.

The meeting was presided over by the Mayor and opened with a prayer.

It was moved by Councillor Tinkham and seconded by Councillor Phillips that the agenda of the meeting held on June 20, 2022, be adopted as read. Motion carried unanimously.

Delegations/Proclamations/Presentations:-

A request for delegation was received by Mr. Glen Ryan to discuss his concerns with the establishment of a Dog Park off Beaver Pond Road. The Executive Committee agreed to meet with him.

Adoption of minutes:-

It was moved by Councillor Tinkham and seconded by Councillor Phillips that the minutes of the meeting held on May 24, 2022, be adopted as read. Motion carried unanimously.

Business arising from the minutes:-

-Health Care: The current health care situation in Bonavista is dire. Despite offering increases in salaries, Eastern Health is facing recruitment challenges. Mayor Norman discussed the possibility of declaring a regional state of emergency. There is a public meeting regarding Health Care scheduled for June 28, 2022 at 6:00 p.m. Everyone is encouraged to attend.

Committee Reports:-

Recreation Meeting - Presented by Councillor Abbott (see attached minutes)

All recommendations presented in the report were agreed upon by Council.

Executive Meeting – Presented by Mayor Norman (see attached minutes)

A discussion arose concerning the recommendation to adopt the new noise and nuisance regulation which would allow outdoor events (public worship services, concerts, festivals, etc.) in commercial/industrial zones only. It was decided to hold a separate meeting to discuss this further.

It was moved by Councillor Rolls and seconded by Deputy Mayor Butler to adopt The Town of Bonavista Procurement Policy (POL-3). Motion carried unanimously.

It was moved by Councillor Tinkham and seconded by Councillor Abbott to provide the Director of Recreation and Community Services with a vehicle allowance of \$50 per week from June 1-September 30. Motion carried unanimously.

All recommendations presented in the report were agreed upon by Council.

Public Works Meeting – Presented by Councillor Phillips (see attached minutes)

It was moved by Councillor Phillips and seconded by Councillor Tinkham to request an approval to borrow from the Department of Municipal and Provincial Affairs in the amount of \$208,703.14 to finance a new loader from Toromont CAT over a 5-year term, 10-year amortization period. Motion carried unanimously.

Streetlight near Eugene Butler –It was decided to place a streetlight in this area if the nearby lift station will benefit from the additional light.

It was moved by Councillor Phillips and seconded by Councillor Tinkham to hire an additional laborer to help with roadwork until the end of September. Motion carried unanimously.

All recommendations presented in the report were agreed upon by Council.

Finance Meeting – Presented by Councillor Hiscock (see attached minutes)

It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler to approve the Town of Bonavista Financial Statements for the year ended December 31, 2021, as prepared by the independent auditor, Richard Power. Motion carried unanimously.

Administrative Notes:- None

Finances:-

1. The Cabot Stadium Statement of Income and Expenses for May 2022 was reviewed, and no issues were noted. It was noted by the Recreation Director that due to decreased revenues this year, any significant invoices will have to be covered by the Town until the Stadium re-opens in the fall. CAO stated this should not be a problem as extra funds were budgeted this year to cover additional expenses due to COVID-19.
2. A list of bills for approval to pay was presented. A copy of this list of bills is attached. It was moved by Deputy Mayor Butler and seconded by Councillor Tinkham that these bills in the amount of \$318,816.15 be paid. Motion carried unanimously.

Permits:-

A summary or permits was presented for information/review purposes.

Correspondence:-

From	Date	Regarding	Action/Resolution
Municipal Assessment Agency	N/A	2022 Clar Simmons Scholarship	N/A
Glen Ryan	June 2, 2022	Issues regarding establishment of dog park off Beaver Pond Road	It was decided to proceed with development of the dog park and to address issues or

			concerns if they arise. No significant issues are anticipated.
Fred Russell	June 7, 2022	AEC employment opportunity	It was stated that the Museum may not be the best opportunity due to some possible upcoming changes by Parks Canada, but recreation may be able to use some extra help. Councillor Abbott will discuss with Mr. Russell.
EPRA	June 9, 2022	Recycling Electronics at dump	Proceed with this program.
Municipal Assessment Agency	June 13, 2022	Board update	N/A
Matthew Elementary	June 7, 2022	Crosswalk project	It was decided to give permission to Matthew Elementary to proceed with this project.
HorseTORICAL	June 16, 2022	Carriage rides	It was decided to provide a letter of support in principal – dependent on obtaining approval for use of provincial roads, approval from town/province for a designated route to ensure no traffic interruption, and having a plan for proper manure management/removal from roads.

Notice of Motions:- None

Councillors' Concerns:-

Mayor Norman's concerns:-

1. Mess on property at 2 Cooper's Hill. It was decided to set up a meeting with the property owner.

Councillor Rolls' concerns:-

1. 32 Ryan's Hill Road Art Studio - parking is very dangerous. The Town has reached out to the owner several times regarding this issue. If customers continue to park on the side of the road, highways will be contacted.
2. Train on Station Road – Councillor Rolls questioned what can be done with the train as it is dilapidated. Mayor Norman suggested we issue a call for proposals. It may be possible to lease it to a business for \$1 a year and in exchange, it is their responsibility to upkeep and maintain it.

Councillor Abbott's concerns:-

1. Paving near 24 Wells Road – Obtain quotes to see how much this will cost.

Deputy Mayor Butler's concerns:-

1. House at 3 Carrolls Lane – safety issue, broken windows need to be secured as birds are getting in.
2. Large pothole on the water side by Swyers Grocery needs to be filled in.

Councillor Phillips's concerns:-

1. Residents concerned about the increase in property tax. It was stated this is due to an increase in property value from Municipal Assessment Agency and an appeal can be made if residents feel their property value is too high.
2. Ditch needs cleaning near Wallace Coles.
3. Rocky Drung potholes – needs to be filled in.
4. Bridge house – Councillor Phillips asked for an update. Councillor Hiscock stated there was a delay due to the architect quitting the project. However, he is confident the project will be back on track with exterior work happening soon.

Councillor Tinkham's concerns:-

1. Petition for speed bumps – it was stated speed bumps were purchased late last year to be tested at the playground. These will be installed soon.

Councillor Hiscock's concerns:-

1. Councillor Hiscock added some comments regarding the issues raised around the dog park.

Since there was no further business to be discussed, it was moved by Councillor Tinkham that the meeting be adjourned at 8:20 p.m.



Stephanie Lodge, CAO/Clerk

Town of Bonavista
 Bills Presented for Approval
 Council Meeting
 June 20, 2022

Vendor	Department	Description	Amount
1 Colleen Tinkham	Office other	Travel - hike discovery meeting in P.Rexton	47.20
2 Biomaxx	W&S	Outfall sampling and meter maint.	3,668.50
3 Orkin	Sanitation	Pest Control	551.83
4 Paint Shop	Rds	Paint	576.76
5 Downhome	Office other	Event listing - Bonavista Days	90.85
6 NL Association of Fire Services	Fire	Inspections	300.04
7 SkyHawk	Rds	Vehicle Surveillance	423.66
8 NL Power	Streetlighting	Streetlighting	10,015.97
9 Mercers Marine	Rds	Gloves	145.48
10 RFS Canada	Office	Printer/copier	408.47
11 Gov't NL	S/C	Snow/Ice materials March 2022	3,339.60
12 Brenntag Canada	W/S	Cylinder - returned	4,600.00
13 State Chemical	Rds	Dispenser/cleaner	1,079.00
14 Crewe's Garage	Rds	Vehicle maintenance	2,354.75
15 Kirk Way	Rds	Pickup W&S truck in Cville for repairs	96.00
16 Avalon Hydraulics	Rds	Hose	66.26
17 Brenntag Canada	W&S	Soda Ash	4,151.50
18 Brenntag Canada	W&S	Chlorine/Cylinders	9,990.53
19 Credit Recovery	Office Other	Collections	92.00
20 Dicks & Co.	Office	Masks	22.98
21 EastChem	Recreation	Splah pad	619.85
22 Orkin	Legacy	Pest Control	186.88
23 Mercers Marine	Rds	Vests	272.26
24 Bulldog Contracting	S/C	Equipment rental salt/sand	552.00
25 R&J Advertising	Office other	Summer Students Recreation	50.00
26 R&J Advertising	Office other	Summer Students Horticulture	50.00
27 R&J Advertising	Office other	Flushing lines	50.00
28 R&J Advertising	Office other	Bulk garbage	200.00
29 Bell Aliant	Legacy	Phones	105.91
30 Bell Aliant	Fire	Phones	300.91
31 Bell Aliant	Office	Phones	323.24
32 C&C Distributors	Various	Furnace oil, diesel	3,984.87
33 Dicks & Co.	Office	Supplies	239.78
34 Dicks & Co.	Office	Mouse pads	41.35
35 Ellis Gas	Fire	Diesel	68.00
36 Irving	W/S	Gas	512.99
37 Parts Place	Rds	Parts	1,102.26
38 Toromont	Rds	Parts	1,896.74
39 Toromont	Rds	Parts	75.00
40 Toromont	Rds	Parts	75.00
41 Colton Concrete	Recreation	Concrete for new playground equipment	1,219.00
42 Dicks & Co.	Office	Supplies	190.14
43 R&J Advertising	Office other	Boil water advisory	75.00
44 Telus	Office other	Phones May	554.36
45 Eastlink	Office other	Internet	310.39
46 Raymond Guy	W/S	Deliveries	892.46
47 Team Industrial Services	Stadium	Ammonia System Inspection	5,970.80
48 Toromont	Rds	Parts	19.57
49 EC Boone	Rds	Street signs, posts	7,988.43
50 Sweetlands Aggregate	Seawall	PC #1 - to be reimbursed when paid	221,654.46
51 Bonavista Cabs	Rds	Delivery	23.00
52 Orkin	Office other	Orkin Aire	20.70
53 Orkin	Legacy	Pest Control	186.88
54 Toromont	Rds	Parts	59.69
55 Toromont	Rds	Parts	110.40
56 Fireworks FX	Office other	Bonavista Day Fireworks	20,000.00
57 Brenntag Canada	w/s	Chlorine/Cylinders Return	1,665.09
58 Foodland	Museum/office	Supplies	292.07
59 Brenntag Canada	w/s	Chlorine/Cylinders	14,142.03
60 Toromont	Rds	Return	150.01
61 Telus	Office other	Phones June	556.36
62 Telus mobility	Office other	Cell phones	1,018.45
63 JT Swyers	Fire	Supplies	119.52
60 JT Swyers	Various	Materials, supplies	1,699.12
			318,816.15

RECREATION COMMITTEE

MINUTES OF MEETING

MAY 27, 2022

A meeting of the Bonavista Town Council Recreation Committee was held on Friday, May 27, 2022, at 3:00 p.m. in the Council Chambers. Councillor Abbott and Councillor Tinkham were in attendance. Also present at the meeting were Crystal Fudge, ECHO, and Lloyd Stagg, Recreation Director.

Councillor Abbott called the meeting to order at 3:10 p.m.

Summer Student Resumes – Summer student applications were reviewed. Four candidates were selected for interviews. The interviews will be scheduled for Monday, May 30th.

New Rates for Cabot Stadium – Current stadium rental rates were reviewed. Due to the increasing cost of operations, the rates need to be increased.

RECOMMENDATION: To implement the new rental rates for the 2022/23 season as drafted by the Recreation Director and as reviewed by the Recreation Committee.

Councillors Concerns -

Councillor Abbott: For ease of use and access, all summer sports programming organized by the Recreation Committee should use one bank account for registration and maintenance. The account used should be the main recreation committee account and not the stadium account.

Staff Updates:

ECHO gave an update on recreation funding. The Town of Bonavista has received a \$65,000 non-repayable contribution under the Canada Community Revitalization Fund (CCRF), to improve community infrastructure through the expansion of the community, playground, outdoor soccer pitch and public park.

Meeting adjourned at 3:50 p.m.

EXECUTIVE COMMITTEE

MINUTES OF MEETING

JUNE 9, 2022

A meeting of the Bonavista Town Council Executive Committee was held on Thursday, June 9, 2022, at 10:00 a.m. in the Council Chambers. Mayor John Norman joined the meeting by telephone and Councillor Hiscock was present in the Chambers. Also present at the meeting was Stephanie Lodge, CAO/Clerk and Crystal Fudge, ECHO.

Mayor Norman called the meeting to order.

The following items were discussed, and recommendations were made to present to Council as a whole:

Permit Application Mockbeggar (Roper Street)– A permit application was received to build a new storage shed at 77 Roper Street. The plan for construction is to use vinyl siding and shingles and no windows. It is stated in our municipal plan that Council wishes to reinforce the viability of all Bonavista’s traditional neighbourhoods. Standards to maintain the character of new buildings will include attention to original architectural features. A discussion around future heritage grants arose.

Recommendation: Deny the permit unless the owner agrees to consult ECHO and work to maintain a traditional, heritage look for the new construction.

Noise and Nuisance By-Law – The amended Noise/Nuisance by-law was reviewed. A discussion around outdoor church services arose. It was decided that any outdoor event that involves amplification through a sound system should not be permitted in a residential area but should be restricted to commercial/industrial zones only.

Recommendation: To adopt the amendment to Reg-11 – Noise and Nuisance Regulations.

Procurement Policy – A discussion arose concerning the “Emergency Purchases” section and the ability of CAO/designate to approve any amount without prior approval in the event of an emergency. It was decided there should be a \$20,000 limit on emergency purchases.

Recommendation: To adopt POL-3 – Procurement Policy.

New job description for Recreation Director – The new job description for the Director of Recreation and Community Services (DRC) was discussed. It was decided to add additional duties to this position for the seasonal period when the stadium is not in operation.

Recommendation: To accept the new job description and to provide the DRC with a vehicle allowance of \$50 per week from June 1 – September 30 to cover additional expenses of the new duties.

Since there was no further business to be discussed, the meeting adjourned at 11:00 a.m.

PUBLIC WORKS COMMITTEE

MINUTES OF MEETING

June 16, 2022

A meeting of the Bonavista Town Council Public Works Committee was held on Thursday, June 16, 2022, at 1:05 p.m. in the Council Chambers. Mayor Norman and Councillor Lindsay Phillips were in attendance. Also present at the meeting was Kirk Way, Director of External Operations (DEO) and Stephanie Lodge, CAO/Clerk.

Councillor Phillips called the meeting to order.

The following items were discussed, and recommendations were made to present to Council as a whole:

Dump Excavator –

DEO obtained quotes to repair the under-carriage of the excavator at the dump. Parts and installation would cost approximately \$25,000. A discussion arose concerning additional repairs needed on the 12-year-old piece of equipment. We have confirmation that the excavator does belong to the Town.

Recommendation: Obtain quotes for a new excavator to finance over 10 years.

New Loader 2013-

The 2013 loader matures on November 30, 2022. The following quotes were received from Canoe Purchasing Group:

John Deer: \$261,084 + tax

CAT: \$208,703.14 + tax

Recommendation: To purchase the CAT loader at a cost of \$208,703.

Jim Thompson Property-

A proposal was brought forth by Mr. Thompson regarding placing armour stone around his property to protect it from erosion. In exchange, Mr. Thompson would donate a portion of his land to the town to be used for parking near the walking trail. An estimate of approximately \$25,000 to do this work was obtained.

Recommendation: Due to the high cost of this project, do not accept this proposal. To determine if it is possible to get cribbing funded under projects like in the past.

Alex Goodland Retaining Wall

A quote of \$5,715 plus tax was obtained to repair this wall. The wall has not gotten any worse over the past few years. A discussion arose concerning the prioritization of roads this year.

Recommendation: Due to time and budget constraints, will review the condition of the wall next spring to determine if further deterioration has occurred.

Eugene Butler Streetlight-

This is a dark area and there is a lift station there which could use some extra light. However, it would mean that the policy of "every second pole" would not be followed.

Recommendation: Defer matter to the next Council Meeting.

Management and Councillor Issues-

Dump Attendant hours – It was decided to close the dump during lunch. Management presented new dumpsite hours and discussed issues raised by Dump Attendant. He feels dump hours should be as in the past (closed 11:30-1:00 and closed for the day at 4:00). It was agreed that the Dump Attendant should work 40 hours as per the union contract which means the Attendant will take a 30-minute lunch break during the winter (12:00-12:30) and a 1-hour lunch break during the summer (12:00-1:00). During this time, the dump will be closed. He will monitor the gate before lunch and before end of day to ensure he is able to close on time. Residents will have to schedule their visits accordingly.

Condition of Highway Roads – Within 3 days, there has been 3 incidents as a result of the deep potholes on the roads belonging to the Department of Transportation and Infrastructure. Several requests have been made by the town to have the potholes fixed. If this is not resolved this week, the Town will have to take action to fix them. Pictures will be posted to social media.

Town roads – Staffing is an issue. If one person is off, paving, line painting, etc. cannot be done. As we are getting into the season, we may need to purchase asphalt as this requires less staff, is faster and can cover more area. A discussion arose around the importance of keeping our roads in good shape.

Recommendation: Hire a seasonal worker for sidewalks, roadwork, patchwork, etc. Review at next meeting to determine if another is needed.

Since there was no further business to be discussed, the meeting adjourned at 2:03 p.m.

FINANCE COMMITTEE

MINUTES OF MEETING

JUNE 15, 2022

A meeting of the Bonavista Town Council Finance Committee was held on Wednesday, June 15, 2022, at 3:20 p.m. in the Council Chambers. Mayor Norman, Councillors Hiscock and Tinkham were in attendance. Also present at the meeting was Stephanie Lodge, CAO/Clerk.

Councillor Hiscock called the meeting to order.

The following items were discussed, and recommendations were made to present to Council as a whole:

Presentation by Richard Power and Michaela Mahar–

Mr. Power presented the financial statements for the Town of Bonavista for the year ended December 31, 2021. It was stated the Town is in a healthy financial position, has a strong debt-to-equity ratio and a surplus for 2021 once adjusted for the amortization of capital assets. No major issues were noted during the audit process.

Recommendation: To approve the Town of Bonavista Financial Statements for the year ended December 31, 2021, as prepared by the independent auditor, Richard Power.

Since there was no further business to be discussed, the meeting adjourned at 4:00 p.m.