

COPY

MINUTES OF MEETING

September 18, 2023 – 6:00 PM

Call meeting to order/adoption of agenda:-

A regular meeting of the Bonavista Town Council was held on Monday, September 18, 2023, at 6:00 p.m. in the Council Chambers. There were six members present; Mayor John Norman, Deputy Mayor Reg Butler and Councillors Nicole Abbott, David Hiscock, Barry Randell and Colleen Tinkham were present in the Chambers. CAO/Clerk Stephanie Lodge, ECHO Crystal Fudge, and Youth Representative Noah Butt were also present.

The meeting was presided over by the Mayor.

It was moved by Councillor Abbott and seconded by Deputy Mayor Butler that the agenda of the meeting held on September 18, 2023, be adopted as read. Motion carried unanimously.

Delegations/Proclamations/Presentations:- None

Adoption of minutes:-

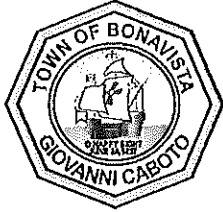
It was moved by Deputy Mayor Butler and seconded by Councillor Tinkham that the minutes of the meeting held on August 21, 2023 be adopted as read. Motion carried unanimously.

Business arising from the minutes: -

- For-sale sign on town fence – It was stated the for-sale sign that was on town fencing was removed because it didn't meet the advertisement regulations. The only signs permitted in Town are the directional road signs (fingerboards), or signs located on the property of or at the front of a business. Any signs erected without Council approval are removed.
- EI regulations – Councillor Randell gave an update of the recent change in EI qualifying criteria. A further drop in the divisor has occurred which has worsened the situation for seasonal workers. Federal MP's are involved and the Province is lobbying for change.

Committee Reports:-

Councillor Tinkham (RCMP Liaison) summarized recent meetings and discussions with the RCMP regarding increased crime in the community. She discussed the role of Council with regards to public safety. Council has had ongoing meetings with the RCMP throughout the year to receive updates and information on various relevant topics. Most recently, communication with the RCMP has been more frequent due to the increase in crime. As a result, Council has offered to support the RCMP in offering information sessions this coming fall on topics such as safety and security, protecting your home, engraving your property, etc. Councillor Tinkham is also working with the RCMP on establishing a formal neighborhood watch program in the community. The role of the community was also discussed and the need for people to report crime and provide a statement to the RCMP if they are a victim.



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Public Works Committee Meeting– Presented by Councillor Randell on behalf of Councillor Phillips (see attached minutes)

It was moved by Councillor Randell and seconded by Councillor Hiscock to install a wooden post to block the path that connects Fitzgerald's Lane to Rolling Cove Road and erect a sign for pedestrian/bicycle use only. Motion carried unanimously.

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

Administrative Notes:-

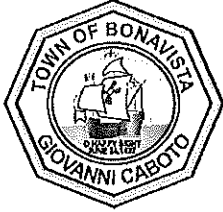
- Travel Policy/mileage reimbursement – A new travel policy is currently being reviewed by Management. The current mileage reimbursement rate for employees was set in 2008 at \$0.40 per km. It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler to increase the employee mileage reimbursement rate to \$0.45 per km. Motion carried unanimously.
- Schedule for town plan meetings – Tract Consulting is doing site work on the town plan this week and will involve meetings with the Town Planning Committee of Council. The Public Consultation will be held Thursday, September 21 at 7:00 p.m. at the Garrick Theatre.
- Christmas 2023 – It was decided to hold the staff and council Christmas supper on December 4, 2023.

Finances:-

1. A list of bills for approval to pay was presented. A copy of this list of bills is attached. It was moved by Councillor Hiscock and seconded by Councillor Tinkham that these bills in the amount of \$127,871.15 be paid. Motion carried unanimously.
2. The Cabot Stadium Statements of Income and Expenses for August 2023 was reviewed, and no issues were noted.
3. W/S tax write-off: It was moved by Councillor Hiscock and seconded by Councillor Randell to write-off water/sewer taxes for the property at 44 Groves Lane in the amount of \$2,780.75. Motion carried unanimously.

Permits:-

- A summary of permits was presented for information/review purposes.
- 56-58 Red Point Road – appropriate clearance for the proposed shed cannot be met, however it will have the same clearance from the road as the current house. It was moved by Councillor Hiscock and seconded by Councillor Tinkham to approve the permit application for 56-58 Red Point Road. Motion carried unanimously.



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Correspondence:-

From	Date	Regarding	Action/Resolution
Bonavista Peninsula Status of Women Council	September 6, 2023	Support letter	Obtain additional information before offering support. Councillor Tinkham and Councillor Abbott to meet with the group.

Notice of Motions:

- 2023-2027 financial statement audit services: Percy and Drodge were contacted to perform this service as they quoted the lowest bid (\$58,300.00). However, they were unable to commit to the project until later this fall. Due to the uncertainty and difficulty of municipalities to secure an auditor and obtain timely audited financial statements, the CAO recommended the second lowest bid, Richard Power. It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler to hire Richard Power & Associates to perform the audit services for the Town of Bonavista for the fiscal years ending 2023-2027 at a cost of \$70,700.00. Motion carried unanimously.

Councillors' Concerns:-

Mayor Norman's concerns:-

1. Update on childcare services - Mayor Norman has been in discussions with the CEO of YMCA NL regarding the childcare services to be provided at Matthew Elementary. He was given two possible options for opening. It was decided to push for the option with the earlier opening date which may mean a future temporary closure for the renovation of additional rooms.

Councillor Hiscock's concerns:-

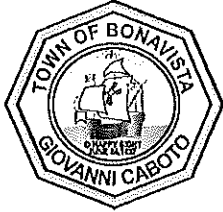
1. Potholes at the bottom of Brown's Hill – this will be passed to the DEO for review.
2. White Rock Road – Road is beginning to undermine and new pavement should be protected. This will be passed to the DEO for review.

Councillor Tinkham's concerns:-

1. Hospital road – Road repairs needed across from Harbour Quarters. This will be passed to the Department of TI.
2. Hospital closure – It was stated that the Town will share NL Health Service's posts regarding temporary ER closures when Management becomes aware of the change in service.

Deputy Mayor Butler's concerns:-

1. Dog park – Garbage cans are full. This will be passed to the DEO.
2. Hospital Pond boardwalk – Brush cutting is needed. This will be passed to the DEO.



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3. Lench Lane – Trees growing out into the road obstructing view for traffic. The owner of the property will be contacted.

Youth Representative Butt – no concerns noted.

Councillor Abbott's concerns: -

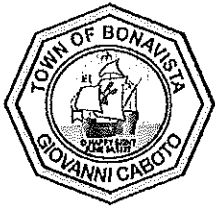
1. Halloween party – Councillor Abbott is working with Provincial Historic Sites to organize a kids Halloween party at the Mockbeggar Plantation site.

Councillor Randell:

1. Update on cruise ships – ECHO stated the plan has been completed and now the Harbour Authority needs to arrange training for security.
2. Windlass Drive – Complaints received that this is a dark area. DEO to review streetlight placement.

Since there was no further business to be discussed, it was moved by Councillor Tinkham that the meeting be adjourned at 7:49 p.m.

Stephanie Lodge, CAO/Clerk



MINUTES OF MEETING

PUBLIC WORKS

SEPTEMBER 15, 2023 – 10:30 AM

A meeting of the Bonavista Town Council Public Works Committee was held on Friday, September 15, 2023, at 10:30 a.m. in the Council Chambers. Mayor John Norman, Councillor Lindsay Phillips and Councillor Barry Randell 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:

Provincial Roads Plan – In order for the Town to obtain permission to perform maintenance on provincial roads, a detailed plan is required. The DEO raised concerns regarding the municipality using resources to repair roads owned by the Province that would otherwise be used on roads owned by the Town.

Recommendation: To send a plan to the Department of TI to repair the patch of road on Coster Street. A request for financial assistance will be included in the plan.

Correspondence

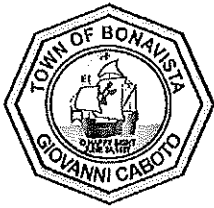
A request to block a path which connects Fitzgerald's Lane to Rolling Cove Road was reviewed. A barrier would block access from quads using the path, making it available to bicycle and foot traffic only.

Recommendation: To install a wooden post to block this path and a sign for pedestrian/bicycle use only.

Management update:

- a) **Review of work list:** The DEO provided a summary of work performed by staff this season and reviewed the list of items that has not yet been completed. A discussion arose regarding the prioritizing of work and the challenge of meeting every request that is received. The DEO explained that all requests are followed up on and are prioritized within the list of items.
- b) **Snow clearing discussion:** The DEO discussed the current snow clearing procedure for all areas of town. It was stated that delays in snow clearing will occur occasionally, but for the most part, roads will be cleared in the same sequence, around the same time after each snowfall. Routes will only be altered in emergency situations. The DEO is currently drafting a snow clearing policy to be reviewed by Council which will include the procedure as well as a process for handling snow clearing damage claims. Councillor Phillips questioned if the Town is going to order a new snow bucket this year. It was decided to obtain quotes.
- c) **Streetlight request:** A request was received to install a streetlight on Downey's Lane. The DEO stated there is currently no streetlight pole in this area.

Recommendation: To install a streetlight on Downey's Lane.



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- d) **Bus shelter request:** A request was received to erect a bus shelter in Mockbeggar area. Past issues with shelters such as vandalism were discussed.

Recommendation: *To deny this request.*

Councillor Concerns-

A discussion around replacing the bricks in the sidewalks on Church Street arose.

Mayor Norman – Dirt/grass around new fence on Church Street. It was decided to have AEC workers clean this up.

Councillor Phillips – Road repairs to Hawkins Lane. The DEO stated this road is on the list for repair, but other roads have priority over it.

Since there was no further business to be discussed, the meeting was adjourned at 11:25 a.m.

Town of Bonavista
 Bills Presented for Approval
 Council Meeting
 September 18, 2023

	Vendor	Department	Description	Amount
1	Lloyd Stagg	Recreation	Reimburse supplies	195.38
2	Moreish Cupcakes & Treats	Office other	UMC meeting supplies	67.50
3	Bonavista Coffee Company	Office other	UMC meeting supplies	120.00
4	NL Power	Various	Electricity Bill	6,406.30
5	Bicycle Picnics Café & Bistro	Office other	UMC meeting snacks	140.30
6	Ragged Rocks Gastropub	Office other	UMC meeting lunch	855.60
7	Paint Shop	w/s	Paint	77.04
8	Boyce Tech	Office other	Camera system - town hall	1,726.31
9	R&J Advertising	Office other	Ads	125.00
10	Rodways	Office	Supplies	56.32
11	Dicks & Company	Office	Supplies	34.49
12	Dicks & Company	Office	Supplies	100.03
13	Fire House Service & Supply	Fire	Respirator	298.61
14	Wolseley	w/s	Materials	55.13
15	Mercer's Marine Equipment	rds	Shock cord	15.21
16	Crewe's Garage	Rds	Vehicle mainteance	1,891.04
17	R&J Advertising	Office other	Ad	20.00
18	NL Power	Streetlighting	Streetlighting	10,032.20
19	Quintal Café	Office other	UMC Meetings supper	3,662.75
20	Fireworks FX	Office other	Cost of reschedule due to weather	519.94
21	Brenntag	w/s	Chlorine/cylinders	11,088.46
22	JT Swyers	Various	Supplies	3,647.15
23	Eastlink	Office	Internet	333.39
24	Telus	Office	Phones	406.61
25	Telus Mobility	Office	Cell Phones	1,457.37
26	Amazon	Roads	Tool	42.54
27	Amazon	w/s	Tools	45.66
28	Amazon	w/s	Tools	1,183.60
29	Xplore	Fire	Internet	127.64
30	Amazon	Museum	Supplies	18.27
31	Amazon	Church St. Fest	Movie on the lawn	22.40
32	Microsoft	Museum	Subscription	194.35
33	Microsoft	Office other	Microsoft Teams fee	5.87
34	Amazon	Office	5 air condit. units - Town Hall	1,546.75
35	Chaulk's Auto	Rds	Repairs	862.50
36	Brenntag	w/s	Credit	- 924.04
37	Bonavista Flowers & Gifts	Rds	Flowers for town gardens	10,139.09
38	Toromont	Dump	Replace lamp on excavator	708.54
39	Craig's Locksmithing	Town Hall	New door - Building age friendly grant received	14,794.75
40	Winmar	Recreation	BBQ hut - portion owed on insur. Repairs	5,108.32
41	Orkin	Dump	Pest Control	595.98
42	Toromont	Dump	Parts	82.40
43	Dicks & Company	Office Supplies	Office Supplies	740.16
44	Craig Clarke	Fire	Reimburse liability insurance	80.50
45	K&D Pratt	Fire	SCBA Cylinders	3,624.80

46	Vardy Villa	Sanitation	Garbage Collection	21,160.00
47	Paint Shop	Sanitation	Supplies	113.63
48	Biomaxx	w/s	3rd quarter outfall sampling & meter maint.	4,162.43
49	Orkin	Office other	Orkin aire	21.85
50	Orkin	Legacy	Pest Control	201.83
51	Orkin	Office other	Orkin aire	21.85
52	NL Exchequer	Office other	fee	35.91
53	K&D Pratt	w/s	Chlorine reagents	1,610.00
54	Workplace NL	Office other	Filing fee	200.00
55	Gov't NL	Stadium	Operating fee- engine room	82.80
56	Gov't NL	Office other	Lease easement	1.15
57	C&C Distributors	Office	Furnace insurance	264.44
58	Brenntag	w/s	Cylinder return	5,060.00
59	C&C Distributors	Various	Oil, diesel	8,203.45
60	Bell Aliant	Office	Phones	358.79
61	Bell Aliant	Museum	Phones	112.82
62	Bell Aliant	Fire	Phones	110.44
63	Bell Aliant	Fire	Phones	100.71
64	Raymond Guy	w/s	Deliveries	947.20
65	Irving	w/s	Gas	655.73
66	EastChem	w/s	Calcium chloride	577.88
67	Foodland	Office other	Supplies	206.01
68	Wolseley	w/s	Materials	7,719.75
69	Cal Legrow	Office other	o/s balance	464.65
70	Air Liquide	w/s	Cylinder lease -yearly	1,610.49
71	GJM Enterprises	rds	Parts	76.57
72	Blue Oceans Satellite Systems	rds	Vehicle surveillance	423.66
73	Colton Concrete	Rds	Concrete	1,064.90

127,781.15