



COPY

MINUTES OF MEETING

December 4, 2023 – 4:00 PM

Call meeting to order/adoption of agenda: -

A regular meeting of the Bonavista Town Council was held on Monday, December 4, 2023, at 4:00 p.m. in the Council Chambers. There were seven members present: Mayor John Norman, Deputy Mayor Reginald Butler, Councillors Barry Randell, Lindsay Phillips, David Hiscock, Colleen Tinkham and Nicole Abbott. ECHO Crystal Fudge, and DEO Kirk Way were also present.

The meeting was presided over by the Mayor.

It was moved by Deputy Mayor Butler and seconded by Councillor Tinkham that the agenda of the meeting held on December 4, 2023, be adopted as read. Motion carried unanimously.

Delegations/Proclamations/Presentations: -

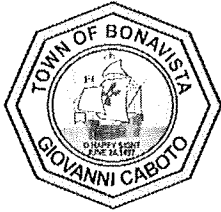
Proclamation Request - Nature Canada, a national environmental organization is raising awareness of marine conservation in coastal communities across the country. Nature Canada requesting the Municipality of Bonavista sign the proclamation for restoration and protection of our Ocean. It was moved by Councillor Hiscock and seconded by Councillor Tinkham that June 8th be recognized as the 32nd edition of World Ocean Day and to support the movement to protect our Ocean. Motion carried unanimously.

Adoption of minutes: -

It was moved by Councillor Randell and seconded by Deputy Mayor Butler that the minutes of the meetings held on November 20, 2023, be adopted as read. Motion carried unanimously.

Business arising from the minutes: -

- RCMP – Discussion arose around the community update provided by Corp. Phillip Vautour from the R.C.M.P. It was stated that R.C.M.P is more involved with the community, and it was recognized that RCMP is making more of a presence in the community.
- Christmas Event Updates – It was stated that due to an unusually high number of water leaks over the past several weeks and the unavailability of staff, community Christmas decorations and a Christmas parade float were not completed. The Mayor would like an explanation as to why all employees were not called in to complete the required work. Deputy Mayor Butler indicated that Council would be willing to help with a float in upcoming years.
- Dirty Water – DEO indicated that there appears to be a buildup on the intake. Discussion arose around getting divers to look at this. DEO will get an estimate from the engineers on the cost of this. Councillor Tinkham indicated that we should follow up further on a treatment plant with Premier. DEO will follow up with the Town of Pasadena on their new treatment facility and how they received funding.



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- Rocky Drung Ext. & Saints Lane- A discussion arose around obtaining quotes on providing water and sewer to Rocky Drung Extension and the widening of Saints Lane. Since engineering firms now charge a fee for quotes, it was moved by Councillor Randell and second by Deputy Mayor Butler to have the DEO obtain two quotes from the engineers on water and sewer cost for Rocky Drung and the widening of Sharpes Lane. Motion carried unanimously.
- 4 Powell's Lane – DEO gave an update on the installation of curb to prevent water runoff into the property. It was decided that since this is not an urgent matter the property will remain on the work list and the DEO will look at this again in the future.
- Chemo – Mayor Norman gave an update. Chemo patients are still being redirected due to the lack of available trained physicians. Waiting on the health authority for a schedule of available trained physicians. The CAO will follow up with a letter to the Health Authority for a schedule update.
- Financial Institutions – Council Hiscock gave an update on attracting a new financial institution to the community. Newfoundland and Labrador Credit Union have indicated they have some interest in providing banking service in Bonavista but require some guarantee on a number of accounts. The committee will also reach out to EasternEdge Credit Union. A follow-up committee meeting will be taking place soon.

Committee Reports: - None

Administrative Notes: -

- Site Specific Plan for 2023-2024 in order to pick up salt and sand from Dept. of Transportation & Works. It was moved by Councillor Hiscock and seconded by Councillor Phillips to approve a Site-Specific Health and Safety Plan 2023-2024 in order to pick up salt and sand from Dept. of Transportation & Works as presented by the CAO. Motion carried unanimously.
- Staffing Discussion – It was noted that during times when management are on leave (scheduled or unexpected), backup or acting employees are required so that the town hall continues to operate as normal. It was moved by Deputy Mayor Butler and seconded by Councillor Tinkham to have the ECHO be the Acting CAO and the Confidential Secretary be the Acting Clerk when the CAO/Clerk is on leave for any reason. Motion carried unanimously.
- Budget Deferral - Due to unforeseen circumstances, the CAO/Clerk has been temporarily called away. As a result, there will be an expected delay in the budget process. It was moved by Councillor Hiscock and seconded by Councillor Abbott to approve the requested letter to the Minister for a budget deferral. Motion carried unanimously.



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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 Randell and seconded by Deputy Mayor Butler that these bills in the amount of \$38,380.23 be paid. Motion carried unanimously.
2. The Cabot Stadium Statements of Income and Expenses for November 2023 were reviewed, and no issues were noted.

Permits:-

- A summary of permits was presented for information/review purposes.

Correspondence:- None

Councillors' Concerns: -

Mayor Norman's concerns:-

1. New Emergency Room / Physician Update – The new ER is now fully operational. Dr. Sparrow has now signed a new contract and is scheduled to start in March. This is a one-year contract with an option to further renew. Dr. Sparrow's coverage will include ER and a small amount of family practice.
2. Childcare – Matthew Elementary renovations are ongoing. Interviews for staffing have been conducted. There will be around 20 spots available for children during the first phase at this childcare facility. At Discovery Collegiate the hope is to be operational by March or April.
3. Food Bank – Donations to the local food bank are being accepted. It was moved by Councillor Hiscock and seconded by the Deputy Mayor to donate \$500 to the local food bank. Motion carried unanimously.

Councillor Hiscock's concerns:-

1. An update was given on 25 Campbell Street and 11 Adam Pardy Drive. The purchase and sale of both of these properties will be completed by the end of the week.

Councillor Tinkham Concerns: - None

Councillor Phillips' concerns:-

1. Driving test – Councillor Phillips stated that driving tests should be conducted in Bonavista. Written tests are now being completed online but the practical should be conducted in Bonavista instead of Clarendville. CAO will investigate if this is possible.



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2. Wood piles – Councillor Phillips stated that people in the community have not moved their wood piles from year to year and this attracts rodents into neighboring homes. ECHO stated that the town does not have regulations around wood pile unless it is a hazard or obstruction. If a written complaint of this nature is received, then the town can reach out to suggest cleaning up the area.

Deputy Mayor Butler's concerns:-

1. 29 Groves Lane – Deputy Mayor looking for an update on this property. DEO stated he has already looked at this property and it is on the list for curb and gutter.
2. Saints Lane widening– DEO will obtain a quote from engineers on this.
3. Campbell Street lights – Some of the lights are out on the street. DEO will speak with the electrician that installs the lights about this.
4. Lions Club Generator – The Lions Club inquired about the possibility of a generator to help with a Community Emergency Warming Center. ECHO will contact Reg Hicks, President of Lions Club to discuss how the Lions Club and Town can work together with the Town's Emergency Disaster Management Plan.
5. Fire Department responding to lift assists – The Deputy Mayor met with the Fire Department to discuss their concerns regarding lift assist calls from Fewer Ambulance Service and Golden Heights Manor. It was stated that the department should not be responding to this type of call as it is a liability issue. CAO will write a letter to the department Chief to clarify the liability issues with this.

Councillor Abbott's concerns:-

1. Water Tower Removal – Councillor Abbott asked for an update on this. It was stated we have not received any further correspondence on this.

Councillor Randell's concerns:-

1. Lift Stations – Councillor Randell asked for an update on this. It was stated that an update from the CAO will be provided when she returns.
2. Transport Trailer Parking – A complaint was received by a resident regarding a transport trailer box parked in a residential area on Rolling Cove Road. It was stated that the town does not have a development regulation regarding the parking of the trailer unless it is being used for other purposes.

Since there was no further business to be discussed, it was moved by Councillor Randell that the meeting be adjourned at 5:21 p.m.

Crystal Fudge, Acting CAO

**Town of Bonavista
Bills Presented for Approval
Council Meeting
December 4, 2023**

	Vendor	Department	Description	Amount
1	NL Breathing Air Inc.	Fire	Air compressor service	1,077.22
2	NL Power	Various	Electricity Bill	8,148.18
3	Young's Industrial Refrigeration	Stadium	Engine Room Maintenance	1,969.49
4	J.T. Swyers Ltd.	Various	Supplies	4,102.10
5	Fire House Service & Supply	Stadium	Fit Test - Arena Attendant	344.77
6	First Stop Auto Ltd.	Rds	Supplies	742.76
7	R&J Advertising	Office other	Ad - CEEP	25.00
8	NL Command	Office other	Poppy flag	48.30
9	Brenntag Canada	w/s	Cylinder return	- 5,520.00
10	Valmin Fire Protection	w/s	Fire extinguisher inspection	292.10
11	Cole-Palmer	w/s	Supplies	1,245.09
12	J.T. Swyers Ltd.	Fire	Supplies	99.06
13	Alfonso Group Ltd.	w/s	Leak detection	1,955.00
14	Chamber of Commerce	Office other	Registration - Mingle & Jingle	25.00
15	Credit Recovery	Office other	Collections	615.75
16	Fire House Service & Supply	Fire	Ladder/freight	958.13
17	Foodland	Office other	Supplies	137.27
18	K&D Pratt	w/s	Supplies	2,257.91
19	Kim's Flowers	Office other	Memorial wreath	69.00
20	NL Power	Streetlighting	Streetlighting	9,995.78
21	Wolseley Canada	w/s	Supplies	1,180.50
22	Wolseley Canada	w/s	Supplies	2,552.01
23	Wolseley Canada	w/s	Supplies	282.90
24	Mercer's Marine	Rds	Overalls, boots	523.41
23	MPT PLC Inc.	Office other	Professional Fees	5,253.50
				<u>38,380.23</u>