



COPY

MINUTES OF MEETING

MARCH 13, 2023 – 4:00 PM

Call meeting to order/adoption of agenda:-

A regular meeting of the Bonavista Town Council was held on Monday, March 13, 2023, at 4:00 p.m. in the Council Chambers. There were seven members present; Deputy Mayor Reg Butler and Councillors Nicole Abbott, David Hiscock, Lindsay Phillips, Barry Randell, and Colleen Tinkham were present in the Chambers. Mayor John Norman joined the meeting via videoconference. CAO/Clerk Stephanie Lodge, ECHO Crystal Fudge and Youth Representative Noah Butt were also present.

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

It was moved by Deputy Mayor Butler and seconded by Councillor Abbott that the agenda of the meeting held on March 13, 2023, be adopted as read. Motion carried unanimously.

Delegations/Proclamations/Presentations:- None

Adoption of minutes:-

It was moved by Councillor Randell and seconded by Deputy Mayor Butler that the minutes of the meeting held on February 27 and March 1, 2023, be adopted as read. Motion carried unanimously.

Business arising from the minutes: -

Health care – Mayor Norman provided a health care update. There are currently 7 contracts that have been released to physicians for review which include extra incentives for signing. The revised offers are competitive and many of the concerns raised by potential physicians have been addressed.

Committee Reports:-

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

2021 Ultimate Recipient Annual Expenditure Report – It was moved by Councillor Randell and seconded by Councillor Tinkham to approve the Town of Bonavista’s Annual Expenditure Report for the Ultimate Recipient Gas Tax Agreement for the year ended December 31, 2022, as prepared by the independent auditor, Richard Power. Motion carried unanimously.

2023-2025 audit services – It was moved by Councillor Tinkham and seconded by Deputy Mayor Butler to hire Percy and Drodge Accountants to perform the audit services for the Town of Bonavista for the fiscal years ending 2023-2025 at a cost of \$58,300.00. Motion carried unanimously.

Town Plan Proposals – It was moved by Councillor Randell and seconded by Councillor Phillips to hire Tract Consulting Inc. as the Town of Bonavista’s planning consultant for the review of the 2014 Municipal Plan and 2014 Development Regulations at a cost of \$30,900.00. Motion carried unanimously.



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

Administrative Notes:-

- Discretionary Use Policy – It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler to adopt the Town of Bonavista Discretionary Use Policy. Motion carried unanimously.

- Brewery Update – ECHO provided an update as to the proposed development of a micro-brewery on Church Street. The Town is considering this development under the category of "General-Assembly- Catering" under a discretionary use of the Mixed Used-Heritage zone, as per the Town of Bonavista Development Regulations, 2014-2024. The Department of Municipal and Provincial Affairs interprets a microbrewery as a "Light Industry" use. As a result, the Town of Bonavista will amend the Mixed Used-Heritage zone during the development of the new Municipal Plan. A discretionary use notice will be posted to the Town's website and facebook page for 2 weeks.

- Meeting with Discovery Trail Ground Search and Rescue – CAO provided a summary of the recent meeting with GSAR. A discussion arose concerning incident command and the possibility of utilizing the expertise of Discovery SAR in the Town's emergency plan.
 - It was moved by Councillor Randell and seconded by Deputy Mayor Butler to donate \$5,000 to the Discovery Trail Ground Search and Rescue Association to aid in the purchase of a new trailer/command post, pending approval of the cost-share arrangement with the Newfoundland and Labrador Search and Rescue Association. Motion carried unanimously.

- RCMP Update – Councillor Tinkham provided an update from the local RCMP detachment. An upcoming vacancy for the Corporal position will be filled. Other positions that have been approved for the Clarenville/Bonavista district include a Police Dog Section and two General Investigation Section positions.

- Affordable housing meeting – CAO stated there is a meeting scheduled with an organization that is developing an affordable housing model. The meeting will discuss Bonavista being one of the pilot locations for this model.

- Accommodations Regulations Update – ECHO provided a brief summary of the guidelines developed by the Town's legal counsel. It was decided to hold a special meeting to discuss the guidelines in more detail.



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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 Tinkham and seconded by Councillor Abbott that these bills in the amount of \$88,504.28 be paid. Motion carried unanimously.

Permits:- None

Correspondence:-

From	Date	Regarding	Action/Resolution
Saltwater Community Association	Feb. 28, 2023	Affordable housing support	It was decided the Town cannot support this initiative at this time. The land that is being donated to develop is zoned "rural" and the proposal for affordable housing is not a permitted or discretionary use in this zone under the current Municipal Plan. Other concerns such as the cost of water/sewer and the conservation of the pasture was discussed. It was decided that more information on this proposal is required and that a meeting with Saltwater would be necessary before supporting such a complex development.
Discovery Health Care Foundation	Mar. 2023	Volunteers	N/A
Royal Newfoundland Constabulary Association	Mar. 2023	Advertisement space	It was decided not to support this initiative as the Town supports the local RCMP detachment.

Notice of Motions: None

Councillors' Concerns:-

Deputy Mayor Butler's concerns:-

1. Deputy Mayor Butler praised the Public Works Department for their dedication and hard work in snow clearing over the winter.

Councillor Abbott's concerns:-

1. Councillor Abbott asked if there is an update on the Wellness Centre. Mayor Norman stated that the renovation is ongoing and the final \$700,000 to finish gym has been budgeted for.



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Councillor Randell's concerns -

1. Update on harbour compliance for cruise ships – ECHO stated she is meeting with the Chair of the Harbour Authority this week. The Town will continue to push for this compliance and will assist in the process if necessary.
2. Roads – Councillor Randell share frustration with the condition of provincial roads (Cape Shore Road, Church Street, etc.). It was decided to have the DEO follow up on this issue with the Department of Highways.

Councillor Hiscock's concerns:- None

Councillor Tinkham-

1. Retaining wall on Red Point – DEO to review the condition of the wall to determine if further deterioration has occurred.
2. Disconnected cables around poles – It was stated that letters were sent to utility companies requesting that wires be removed instead of being wrapped around poles. Any specific poles should be reported to DEO for follow-up.
3. HarbourFest – Councillor Tinkham asked if there would be any issues with hayrides leaving the Matthew Legacy and going to Mockbeggar Road. No issues were noted aside from clean-up.

Councillor Phillips' concerns:-

1. Street lights – Councillor Phillips asked for an update on installation of new street lights. It was stated all were completed except for Old Day's Pond Road and the boardwalk – DEO will follow-up.

Mayor Norman's concerns:- None

Youth Representative Noah Butt:-

1. Things to do in Bonavista – Noah stated there are upcoming home provincial tournaments and info can be shared on the Recreation Facebook page and the Town's Facebook page.
2. Request to put more bags in the garbage bins around Town, specifically by Harbour Quarters. This will be communicated to the DEO.

Since there was no further business to be discussed, it was moved by Councillor Randell that the meeting be adjourned at 5:50 p.m.

Stephanie Lodge, CAO/Clerk



COPY

MINUTES OF MEETING

FINANCE

MARCH 8, 2023 – 10:00 AM

A meeting of the Bonavista Town Council Finance Committee was held on Wednesday, March 8, 2023, at 10:00 a.m. in the Council Chambers. Mayor Norman joined the meeting by telephone and Councillor Tinkham, Councillor Randell and Councillor Hiscock were present in the Chambers. Also present at the meeting was Stephanie Lodge (CAO/Clerk).

Councillor Hiscock called the meeting to order.

2022 Ultimate Recipient Annual Expenditure Report – The results of operations in respect to the receipt and disbursement of Gas Tax funding for the year ended December 31, 2022 was reviewed. No issues were noted.

Recommendation: To approve the Town of Bonavista’s Annual Expenditure Report for the Ultimate Recipient Gas Tax Agreement for the year ended December 31, 2022, as prepared by the independent auditor, Richard Power.

2023-2027 Audit Services – The Town issued a limited call for bids for the audit services for fiscal years 2023-2027, inclusively. 2 bids were received and reviewed:

Percy & Drodge	\$58,300.00
Richard Power	\$70,700.00

All bids are subject to H.S.T.

Recommendation: To hire Percy and Drodge to perform audit services for the Town of Bonavista for the fiscal years ending 2023-2027.

Town Plan Proposals – The Town issued a limited call for bids for the review of the Bonavista Municipal Plan and Development Regulations which have been in effect since 2014. 3 bids were received and reviewed:

Tract Consulting	\$30,900.00
Stantec	\$33,235.00
Smith/Baird	\$38,020.00

All bids are subject to H.S.T.

Recommendation: To hire Tract Consulting as the Town’s Planning Consultant for the 2024-2034 Municipal Plan and Development Regulations.

Since there was no further business to be discussed, the meeting adjourned at 10:25 a.m.

Town of Bonavista
 Bills Presented for Approval
 Council Meeting
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	Vendor	Department	Description	Amount
1	Fire Department	Office other	Firemans ball donation	300.00
2	Parts for Truck	Rds	Credit	- 4.83
3	Irving Oil	w/s	Gas	524.47
4	Toromont CAT	S/C	Wipers	378.40
5	J.T. Swyers	W/S	Supplier	208.37
6	NL Association of Fire Services	Fire	Service pins	258.75
7	Parts Place	Various	Parts/supplies	428.74
8	Dicks & Co.	Office	Supplies	366.54
9	Coastal Mechanical & Machining	w/s	Pipe	270.96
10	Bell Aliant	Fire	Phone	204.38
11	Bell Aliant	Museum	Phone	109.00
12	Bell Aliant	Office	Phone	330.79
13	Discovery Global Geopark	Office other	Annual Membership	100.00
14	Workplace NL	Office other	Assessment Invoice	17,960.94
15	Vardy Villa	Sanitation	Garbage Collection Feb	21,160.00
16	Brenntag	w/s	Soda ash	4,927.75
17	RFS	Office	Copier	408.47
18	C&C Distributors	Various	Diesel, furnace oil	22,062.24
19	Dicks & Co.	Office	Supplies	9.76
20	Dicks & Co.	Office	Supplies	49.99
21	Credit Recovery	Office other	Collections	120.75
22	Carr McLean	Museum	Artifact ID kit	246.24
23	Raymond Guy & Sons	w/s	Delivery	499.62
24	Orkin	Sanitation	Pest Control	551.83
25	Orkin	Legacy	Pest Control	186.88
26	Blue Oceans Satellite Systems	S/C	Vehicle surveillance	423.66
27	NL Power	S/L	Streetlighting	9,918.75
28	Safety Source Fire	Fire	Gloves, battery	1,345.44
29	Biomaxx	w/s	1st quarter sampling/maintenace	4,162.43
30	C&E Automotive	Fire	Labour	69.00
31	C&E Automotive	S/C	Parts/Labour	443.89
32	Battlefield	S/C	Parts	481.07

88,504.28