



COPY

# MINUTES OF MEETING

March 11, 2024 – 4:00 PM

**Call meeting to order/adoption of agenda: -**

A regular meeting of the Bonavista Town Council was held on Monday, March 11, 2024, at 4:00 p.m. in the Council Chambers. There were seven members present; Mayor John Norman, Deputy Mayor Reg Butler and Councillors Nicole Abbott, David Hiscock, Lindsay Phillips, Colleen Tinkham and Barry Randell were present in the Chambers. ECHO/CAO(Acting) Crystal Fudge was 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 March 11, 2024, be adopted as read. Motion carried unanimously.

**Delegations/Proclamations/Presentations: - None**

**Adoption of minutes: -**

It was moved by Councillor Randell and seconded by Councillor Phillips that the minutes of the meeting held on February 19, 2024 be adopted as read. Motion carried unanimously.

**Business arising from the minutes: -**

- Meeting request with Minister Abbott – ECHO gave an update on a meeting held with Minister Abbott's office. DEO and ECHO met with Minister Abbott's staff to discuss the worst areas around Bonavista and a follow-up meeting with Council and the Minister will be scheduled later to discuss a plan.
- Water intake – Councillor Tinkham reached out to Premier Furey regarding the town's water quality. The Premier responded with some information on possible funding for a water study.
- College of the North Atlantic - Patient Care Assistants (PCA) will be offered at the Bonavista Campus this year and Licensed Practical Nurse (LPN) will be offered following the PCA course.
- Bonavista Scotiabank – ECHO presented a draft proposal from the Bonavista Historic Townscape Foundation (BHTF) to acquire the Scotiabank building in partnership with the Town. After a discussion, it was agreed to move forward with the proposal and have the BHTF take the necessary steps to contact Scotiabank regarding the acquisition of the building.
- Pickleball – Councillor Abbott stated that a survey would be conducted to collect public interest once the school releases a schedule indicating available nights.
- Roads not being plowed - It was stated that roads are cleared using the loader first and then the operator returns to clear smaller roads with a bucket.
- RCMP – Councillor Tinkham provided an update on the status of the RCMP in Bonavista. She met with Corporal Vautour and Chief Superintendent Cahill, who confirmed that the detachment in Bonavista will not be closing. Although human resources have been limited for all detachments, Newfoundland is on the priority list, and recruitment efforts are starting to improve. Councillor Tinkham is also helping to organize a Crime Stoppers session and school presentations in the area.



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## **Committee Reports: -**

*Tourism/Recreation Committee Meeting– Presented by Councillor Tinkham (see attached minutes)*

Councillor Tinkham presented the committee report but was interrupted by loud discussion and shouting comments from the gallery. Mayor Norman reminded members of the public they may only speak if their name or delegation has been placed on the agenda or if Council is seeking clarification on an application, proposal or correspondence. No member of the public in attendance shall interrupt any other person while speaking and everyone must follow the rules of procedure during the meeting.

Councillor Tinkham resumed presenting the committee report.

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

## **Administrative Notes: -**

- CIP application - It was moved by Councillor Tinkham and seconded by Deputy Mayor Butler to submit a Capital Investment Plan to the Department of Municipal Affairs and Environment for Gas Tax Funding in the amount of \$60,000.00 (plus H.S.T, less rebate) to hire a Consultant to prepare a water quality study which will include possible treatment options for the Town of Bonavista's water supply. Motion carried unanimously.

## **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 Councillor Phillips that these bills in the amount of \$52,428.16 be paid. Motion carried unanimously.
2. The Cabot Stadium Statements of Income and Expenses for February were reviewed, and no issues were noted.

## **Permits:-**

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

## **Correspondence:-**

From	Date	Regarding	Action/Resolution
Bonavista Vacation Homes	Feb. 7, 2024	Short-term rental	It was agreed that the request does not comply with the Short-Term Accommodation Regulations and therefore a permit cannot be granted.
Trent Abbott	Feb. 19, 2024	Commemorative bench	It was agreed to permit the Abbott family to place a commemorative bench at Cape Bonavista for Ralph Abbott.



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Municipality of TBN	Feb 26, 2024	Waste Management Service	Council is interested in discussing this and the CAO will arrange a meeting with TBN.
Health and Community Services	Feb 22, 2024	Regional Health Council Opportunity	Interested Council members will apply online.
David Hayward	March 1, 2024	Water & sewer reduction	It was stated that the water and sewer disconnection policy is for 4 months. Reductions cannot be given for less than 4 months.
Levi Warren	March 6, 2024	Water issues during power outages	It was agreed to have the DEO request a quote on a generator for the booster pump house in Canaille.
Fall Harbour Fest	March 8, 2024	Thank you & sponsorship letter	Council is requesting a list of Fall Fest sponsorship opportunities before deciding on sponsoring this year.

## Notice of Motions:

- None

## Councillors' Concerns: -

Councillor Hiscock's concerns: -

1. LTO update – ECHO stated that the town lawyer is working on a draft LTO for the Saltwater Community Association. A draft will be presented to the Council when ready.
2. Roper Street Lights – Several lights along Roper Street are out. DEO is looking into replacing these before the tourism season.

Councillor Tinkham's concerns: -

1. RISE Award – Councillor Tinkham wanted to recognize and congratulate Council Youth Representative, Noah Butt on receiving the Research Inspired Student Enrichment (RISE) Award which recognizes interest in research and development and academic excellence focused on Science, Technology, Engineering and Mathematics (STEM). The award includes paid tuition and travel to Boston Leadership Institution during the summer of 2024.
2. Bonavista Lions Club – Councillor Tinkham extended an invitation to the Council to attend a dinner for new Canadians and residents in the area. Councillor Tinkham will give a welcome on behalf of the Council and provide town lapel pins for the welcome bags.

Councillor Phillips' Concerns: -

1. Bridge House – Councillor Phillips asked if the work on the Bridge has stopped due to weather or lack of funds. It was stated that the project is still ongoing but has temporarily stopped due to weather conditions. The project will restart in spring.



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2. Walkham's Bridge – It was reported that the bridge is in poor condition. The CAO will draft a letter to Minister Abbott requesting an update on repairs. Councillor Randell will also follow up with the MHA regarding this matter.
3. Water cut-off policy – Councillor Phillips proposed establishing a policy for Water Cut-off and Tax Collection. It was agreed to have the policy developed and a draft reviewed by the finance committee.

Deputy Mayor Butler's concerns: -

1. Mockbeggar development – Deputy Mayor Butler inquired why a property in Mockbeggar could not be developed by the owner who has received funding for low-income housing. ECHO explained that the property owner was informed that a subdivision development could not be developed in a heritage district.
2. Trail association – It was stated that the association is developing the trail from Lethbridge to Bonavista but there is still an obstacle in Port Rexton. DEO will look at what is needed to make the trail wider by Black Duck Pond in spring.
3. Office staffing – Due to a staffing shortage, the front office has been closed during lunch hour. Although some interviews have been conducted, the position is yet to be filled.

Councillor Abbott's concerns: -

1. Town cleanup – The Bonavista Lions Club is in the process of organizing its annual Calvin Rolls Town Cleanup event, with Councillor Abbott collaborating with the group. More details about the event will be announced soon.

Councillor Randell's concerns: -

1. Ryan Premises site update – The site is in a state of poor condition and has been listed as a priority within the province and ranking near the top of the national priority list. Parks Canada has estimated that it would cost 10 million dollars to carry out the necessary work. The site will be open this season from June 1 to mid-October and they have added an extra field unit (employee).

Mayor Norman's concerns: -

1. Cape Bonavista Lighthouse update – Provincial Historic Sites have a long-term plan to work on the site and dome within the next 3-5 years. Minor repairs and maintenance, including painting, will be completed this season.

Since there was no further business to be discussed, it was moved by Councillor Randell that the meeting be adjourned at 6:01 pm.

Crystal Fudge, ECHO/CAO (Acting)

**Town of Bonavista**  
**Bills Presented for Approval**  
**Council Meeting - 2024-03-11**

	Vendor	Department	Description	Amount
1	J.T Swyers	Various	Supplies	1,747.01
2	Dicks & Co.	Office	Supplies	59.21
3	Craigs Locksmithing & Auto Glass	Fire	Service call - Garage doors	1,782.30
4	Parts for Trucks	Rds	Parts	87.17
5	Credit Recovery	Office	Collections	137.43
6	Bonavista Cabs	Fire, Rds	Deliveries	51.75
7	Craigs Locksmithing & Auto Glass	Sanitation	Lock	169.51
8	Parts for Trucks	Rds	Parts	1,954.99
9	Hospitality NL	Office other	Membership	394.13
10	Mercer's Marine	Rds	Boots	273.64
11	Craig Clarke	Fire	Reimbursement - Professional liability	97.75
12	Brenntag Canada	w/s	Soda ash	7,391.63
13	Dicks & Co.	Office	Supplies	97.16
14	GB Signs	Office other	Fingerboards	161.00
15	Boyce Tech	Office	Desktop computer front office	3,907.68
16	Mills Pittman Twyne	Office other	Professional fee	1,075.25
17	Toromont	Rds	Parts	286.32
18	Toromont	Rds	Parts	21.00
19	NL Power	Various	Electricity	10,693.45
20	Toromont	Rds	Parts	467.11
21	JT Swyers	Various	Supplies	1,747.01
22	Dicks & Co.	Stadium	Bulletin Board	59.21
23	Boyce Tech	Office	Front office computer	3,907.68
24	Ellis Gas & Convenience	Fire	Gas	64.81
25	NL Power	Streetlighting	Streetlighting	9,960.79
26	Orkin Canada	Legacy	Pest Control	201.83
27	Irving	w/s	Gas	513.86
28	Telus Communications	Rds	Vehicle Surveillance	423.66
29	Fire House Service Supply	Stadium	Fit Test - new employee	252.94
30	Hetek Solutions	w/s	Gas detector	1,669.73
31	Orkin Canada	Sanitation	Pest Control	595.98
32	Toromont	Rds	Credit memo parts	- 286.32
33	Irving	w/s	Gas	568.61
34	David Hiscock	Office	Travel Claim - Clarenville - MNL Meetings	228.00
35	Amazon	w/s	Magnetic Locator	1,122.72
36	Govt. of Newfoundland & Labrador	rds.	Gasoline Tax Exemption Permit	120.00
37	Govt. of Canada	Fire	Radio Authorization Renewal Invoice	422.16

**52,428.16**



# MINUTES OF MEETING

TOURISM & CULTURE

**MARCH 7, 2024 – 3:15 PM**

**Active NL Letter** – A letter was received by the Town that the Bonavista Peninsula Status of Women which is not funded or affiliated with the Office of Women & Gender Equality, NL or other Status of Women Councils in Newfoundland, received funding to install outdoor exercise equipment.

*RECOMMENDATION: Check with the Minister's Office on this funding and request to review the application.*

## **Management Update:**

**Town Maps** – New town maps are ready for the upcoming season and local businesses can pick them up at any time.

**Cruise Ships** – ECHO has been working on securing cruise ships for this season, but the local Harbor Authority has still not become Transport Canada Security compliant.

*RECOMMENDATION: ECHO will reach out to Transport Canada and make arrangements to move forward with becoming compliant without the local Harbour Authority. The Director of Recreation and Community Services will complete the training required to be a Port Officer and work with the ECHO and Security Officers in welcoming ships to the community.*

**Bonavista Museum** – The BHTF, in partnership with the Town, proposes to relocate the Museum to the Masonic Hall in a new facility that will also include the Bonavista Archives and the Visitor Information Office. This proposed development is part of a multi-phase development including future streetscape development from the Masonic Hall to the Swyers Beach area.

*RECOMMENDATION: Work with the BHTF on moving forward with the proposed development.*

**75<sup>th</sup> Anniversary of Confederation** – ECHO has submitted a funding application to the provincial government for the anniversary to host a special celebration of confederation on Canada Day. This event will be in partnership with Mockbeggar Provincial Historic Site.



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**Councillor Concerns:**

Councillor Tinkham:

Curling Rocks – Rocks need to be polished and ice needs to be flooded once a month. DORCS indicated that it is often hard to do this with cold temps and cold water because of the ice chips with skaters. There are also some issues with worker availability however the DORCS will try to make the necessary arrangements for next season to have the ice flooded once a month.

Councillor Abbott: None

Councillor Randell: None

Councillor Butler: None

Since there was no further business to discuss, the meeting adjourned at 4:42 p.m.