



COPY

## MINUTES OF MEETING

January 15, 2024 – 4:00 PM

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

A regular meeting of the Bonavista Town Council was held on Monday, January 15, 2024, at 4:04 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, and Colleen Tinkham were present in the Chambers. Councillor Barry Randell joined the meeting via teleconference. CAO/Clerk Stephanie Lodge, 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 January 15, 2024, be adopted as read with an amendment to include a zone change application under Administrative Notes. Motion carried unanimously.

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

### **Adoption of minutes:-**

It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler that the minutes of the meeting held on December 4, 2024 be adopted as read. Motion carried unanimously.

### **Business arising from the minutes: -**

- It was moved by Deputy Mayor Butler and seconded by Councillor Hiscock to hire Afonso to complete an inspection of the intake in the Town's water supply at a cost of \$5,550.00 plus H.S.T. Motion carried unanimously.
- It was agreed to have the CAO prepare a Request for Proposals for the completion of a water quality study for the Town's water supply.

### **Committee Reports:-**

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

It was moved by Councillor Hiscock and seconded by Councillor Tinkham to post a job ad for an office clerk (casual/call-in) to ensure adequate staff coverage in the front office. Motion carried; however, Councillor Randell was contrary to the motion.

It was moved by Councillor Hiscock and seconded by Councillor Tinkham to approve the leave of absence request for a 12-month period with the understanding that the employee is not to return until the term of the leave has expired. Motion carried unanimously.

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



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The Finance Committee of Council presented a balanced budget for the Town of Bonavista for 2024 with the recommendation that it be approved. After discussion and review, it was moved by Councillor Hiscock and seconded by Councillor Randell to approve the balanced Budget for the Town of Bonavista for 2024 as presented. Motion carried unanimously. There were no tax increases for 2024.

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

## Administrative Notes:-

- Golden Heights Manor Birthday Party – The January birthday party will be held on January 24<sup>th</sup>, 2024 at 2:00. It was moved by Councillor Abbott and seconded by Councillor Tinkham to provide snacks for the Golden Heights Manor January 2024 Birthday Party. Councillor Tinkham will attend on behalf of Council. Motion carried unanimously.
- Cruise Ship Update – ECHO gave an update on cruise ship security compliance. Currently, security officers are being trained and the Harbour Master is registered for training. Six ships are booked for 2024, and two for 2025. Once Transport Canada compliance is met, more bookings are expected.
- Request for an Amendment to Municipal Plan – Beaver Pond Road. It was moved by Deputy Mayor Butler and seconded by Councillor Abbott to approve the request for an amendment to the Municipal Plan. 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 Hiscock and seconded by Councillor Tinkham that these bills in the amount of \$419,478.63 be paid. Motion carried unanimously.
2. The Cabot Stadium Statements of Income and Expenses for December 2023 and year-to-date 2023 were reviewed, and no issues were noted.

## Permits:-

- A summary of permits was presented for information/review purposes.
- Excavation/backfill application – It was moved by Councillor Tinkham and seconded by Councillor Hiscock to charge a \$25.00 fee for the excavation/backfill permit application. Motion carried unanimously.
- 27-29 Church Street – Councillor Hiscock and Councillor Randell declared a conflict of interest due to their membership on the Bonavista Historic Townscape Foundation Board of Directors. They left the meeting at 5:10 p.m. It was moved by Deputy Mayor Butler and seconded by Councillor Phillips to approve the accessory building and accessory uses application for 27-29 Church Street as presented by ECHO on behalf of the Heritage Advisory Committee. Motion carried unanimously. Councillor Hiscock and Councillor Randell returned to the meeting at 5:15 p.m.





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**Correspondence:-**

From	Date	Regarding	Action/Resolution
Municipal Assessment Agency	Jan. 3, 2024	Update	N/A
Discovery Collegiate	Nov. 8, 2023	Contribution	It was moved by Deputy Mayor Butler and seconded by Councillor Hiscock to donate \$1,000.00 to the Discovery Collegiate Scholarship Fund. Motion carried unanimously.
Discovery Trail Ground Search & Rescue	Jan. 12, 2024	Meeting request	It was moved by Deputy Mayor Butler and seconded by Councillor Hiscock to accept the meeting request from the Discovery Trail Ground Search & Rescue. CAO to arrange a meeting date and time with the GSAR team. Motion carried unanimously.
Saltwater Community Association	Nov. 23, 2023	MOU Amendment	It was decided to arrange a meeting with the Saltwater Community Association Board of Directors to discuss the M.O.U.
Saltwater Community Association	Dec. 6, 2024	Letter of Support	It was moved by Councillor Tinkham and seconded by Councillor Abbott to defer the letter of support for the hydroponics farm until the Association submits a permit application and more information is received. Motion carried unanimously.
Saltwater Community Association	Jan. 4, 2024	Change4Life Hydroponic Farm Project	The Association will need to determine the provincial/regulatory requirements for a hydroponic farm and submit any necessary approvals with the municipal permit application. A location for the farm will need to be confirmed and stated on the application.  DEO left the meeting at 5:44 p.m.
Bonavista Peninsula Status of Women Council	Jan. 9, 2024	Letter of Support	After a meeting with the Provincial Advisory Council on the Status of Women, it was determined that this Organization is not a recognized regional council. In addition, Council does not agree with some of the actions taken by the Organization as their actions do not align with the mandate of the recognized Status of Women Chapters throughout the province.  It was moved by Councillor Tinkham and seconded by Councillor Abbott not to provide a letter of support as requested by the organization. Motion carried unanimously.

**Notice of Motions:**

- None



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## Councillors' Concerns:-

### Mayor Norman's concerns:-

1. Mayor Norman presented a positive outlook for 2024. The opening of the Wellness Centre, Childcare spaces in Matthew Elementary and work towards the same for Discovery Collegiate, a new Emergency Department at the Hospital, ongoing physician recruitment, new business startups and the construction of affordable housing are all upcoming and exciting for the Town in 2024. In addition, it is his hope that Council can focus on important initiatives in the new year, such as formal ATV routes, recreation expansion, harbour/street development, water treatment, and forming a committee to discuss the implementation of a tourism levy.

### Councillor Hiscock's concerns:-

1. Tourism levy – Councillor Hiscock agrees this could be a good way to generate income for Tourism. He stated we need to find out when the legislation around this is changing which would allow the Town to proceed with the levy.
2. Canon Bayley Road – Councillor Hiscock stated this may be a good location for 10 new housing units if there are no issues with water and sewer. DEO to work with Water/Sewer Maintenance on this.

### Councillor Tinkham's concerns:-

1. Route 235 paving – Councillor Randell will reach out to the MHA to obtain confirmation of this work and a timeline for completion.
2. Month of Merry – Councillor Tinkham stated that the Christmas events in December were a success and thanked ECHO Crystal Fudge for her dedication and work on this.

### Councillor Phillips' Concerns:- None

### Deputy Mayor Butler's concerns:-

1. Minutes of meetings on website – These are now being uploaded to the new website.
2. Ice buildup on sidewalks – This concern will be passed to the DEO.
3. Seawalls – Deputy Mayor Butler stated there are sections of the seawall that need replacement. A discussion arose regarding the last application for disaster funding where the Town was only given a portion of the federal funding to repair the damages caused by the 2021 winter storm.
4. Curb and gutter Powell's Lane – It was stated this was previously passed to the DEO.
5. Wells' Road – Deputy Mayor Butler stated we should include Wells' Road on any future water/sewer extension plans.
6. Red Point Brook by pumphouse – The brook needs to be cleaned/cleared. This will be passed to the DEO.
7. Alexander Bridge House – Deputy Mayor Butler stated that the Bridge house is coming along and looks great. Another positive item for 2024 is the arrival of the new fire truck.



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8. Parking at the Cape - Deputy Mayor Butler stated we should be charging a fee for overnight parking at the Cape. A discussion arose regarding how to implement this practice. This will be passed to the Tourism Committee.

Councillor Abbott's concerns: -

1. Policy for letters of support – Councillor Abbott suggested Council implement a policy which would help structure and streamline the requests for letters of support.

Councillor Randell's concerns:-

1. Affordable housing funding – It was stated that three proponents were awarded funding which will result in the construction of a total of 25 affordable housing units in Bonavista.
2. Swyers' Beach culvert – The culvert was cleaned/cleared before Christmas but has since filled in again. DEO will reach out to the Department of Transportation & Infrastructure.

Since there was no further business to be discussed, it was moved by Councillor Tinkham that the meeting be adjourned at 6:36 p.m.

Stephanie Lodge, CAO/Clerk



Town of Bonavista  
 Bills Presented for Approval  
 Council Meeting  
 January 15, 2024

	Vendor	Department	Description	Amount
1	Sweetland's Aggregate	Seawall	Release of holdback - To be reimbursed	233,324.82
2	Irving	w/s	Gas	183.18
3	Foodland	Office other	Supplies	473.28
4	Xplore	Fire	Internet	127.64
5	Survey Monkey	Office other	Community housing survey fee	113.85
6	Big Erics	Office supplies	Office supplies	603.09
7	Big Erics	Office supplies	Office supplies	90.91
8	Telus	Office	Cell phones	818.63
9	Telus	Office	Phones (Oct)	404.75
10	Eastlink	Office	Office	356.39
11	Telus	Office	Phones (Sept)	405.80
12	Wix.com	Office	Website	345.00
13	Toromont	Rds	Purchase of snow bucket	18,388.50
14	Xplore	Fire	Internet	127.64
15	Control Pro	w/s	Sensor	216.84
16	Canadian Tire	Rds	Supplies	34.49
17	Big Erics	Stadium	Supplies	495.39
18	Home Depot	Office other	Christmas Lights	1,811.29
19	Amazon	Office other	Christmas Lights	619.79
20	Telus Mobility	Office other	Cell phones	1,052.55
21	Telus	Office other	Phones	407.89
22	Eastlink	Office other	Internet	356.39
23	Kathy Roberts	Museum	Reimburse - Supplies for latern making	166.99
24	Sandra O'Connor	Museum	Reimburse - Supplies for latern making	138.58
25	Mercer's Marine	w/s	Boots	431.80
26	Western Hydraulic 2000	Rds	Parts	80.38
27	PK's	Office other	Staff/Council Christmas Supper	1,537.82
28	PK's	w/s	Meals - overtime work	96.49
29	Crystal Fudge	Office other	Supplies for Christmas wreaths	70.10
30	Kirk Way	Rds	Travel - pickup snowbucket	34.00
31	NL Power	Various	Light bill	10,644.12
32	Marsh's Taxi	w/s	Delivery	23.00
33	K&D Pratt	Fire	SCBA servicing	302.97
34	Cal LeGrow	Office other	Renew Commercial Accident	544.00
35	Bell Aliant	Fire	Phone	200.67
36	Bell Aliant	Museum	Phone	105.91
37	Bell Aliant	Office	Phones	348.04
38	Acklands-Grainger	w/s	Coveralls	242.36
39	Biomaxx	w/s	4th quarter payment	4,053.84
40	Bonavista Flowers & Gifts	Fire	Wreath	75.90
41	Blue Oceans Satellite Systems	Rds	Vehicle Surveillance	423.66
42	Vardy Villa	Sanitation	Garbage Collection	21,160.00
43	Raymond Guy	w/s	Deliveries	1,049.96
44	Orkin	Sanitation	Pest Control	595.98
45	Orkin	Legacy	Pest Control	201.83
46	Vista Safety Training	Rds	Safety Courses	11,097.50
47	C&C Distributors	Various	Diesel, oil	2,484.27
48	East Chem Inc	w/s	Supplies	153.82
49	Crewe's Garage	Rds	Vehicle Maintenance	3,790.73
50	Mercer's Marine	Sanitation	Jacket	136.80

51	R&J Advertising	Office other	Ad - CEEP	37.00
52	Riffs	Office other	Christmas Candles	562.17
53	Toromont	Rds	Filters	841.40
54	Wolseley	w/s	Supplies	1,417.68
55	Parts for Trucks	S/C	Log books	69.28
56	Brenntag	w/s	Cylinder return	- 5,520.00
57	Boyce Tech	Office other	2024 computer support	6,601.00
58	Municipalities NL	Office other	2024 Membership fee	5,634.92
59	K&D Pratt	w/s	Supplies	3,172.65
60	K&D Pratt	w/s	Supplies	103.50
61	Brenntag	w/s	Chlorine	16,256.45
62	JT Swyers	Various	Supplies	702.51
63	R&J Advertising	Office other	Ad	25.00
64	Credit Recovery	Office other	Collections	94.88
65	Crewe's Garage	Rds	Gas	4,989.08
66	RFS Canada	Office	Copier lease	563.45
67	Orkin	Office other	Orkin Aire	21.85
68	Orkin	Sanitation	Pest Control	201.83
69	Legendary Coast	Office other	2024 Membership fee	150.00
70	Crewe's Garage	rds	Supplies	174.80
71	Crewe's Garage	rds	Supplies	1,171.25
72	Vardy Villa	Sanitation	Garbage Collection	21,160.00
73	Mercer's Marine	Rds	Boots	332.30
74	Toromont	Rds	Parts	368.58
75	Cohen's	Stadium	Sports flooring	2,756.55
76	Municipal Assessment Agency	Office other	Q1 Assessment fee	17,706.00
77	Bell Aliant	Fire	Phones	214.16
78	Bell Aliant	Museum	Phones	109.09
79	Bell Aliant	Office	Phones	358.48
80	R&J Advertising	Office	Ad - Christmas greeting	50.00
81	R&J Advertising	Office	Ad - Christmas hours	50.00
82	Mercer's Marine	w/s	Gloves	139.69
83	Toromont	Rds	Parts	499.09
84	Toromont	Rds	Parts	274.10
85	Crewe's Garage	Rds	Oil change	88.01
86	Dicks & Co.	Office	Supplies	402.80
87	GJM Enterprises	Sanitation	Cut keys	13.73
88	C&C Distributors	Various	Diesel, oil	9,030.68
89	Toromont	Rds	Parts	103.80
90	Raymond Guy	Fire	Delivery	48.30
91	Economic Developers Assoc. NL	Office other	Membership renewal	100.00
92	Raymond Guy	w/s	Deliveries	489.96
93	NL Power	Streetlighting	Streetlighting	9,979.71
94	Orkin	Sanitation	Pest Control	595.98
95	Irving	w/s	Gas	375.16
96	R&J Advertising	Fire	Christmas Greeting	25.00
97	Telus Communications	Rds	Vehicle Surveillance	423.66
98	Boyce Tech	w/s	Install antenna mount - pumphouse	252.89
99	Brenntag	w/s	Cylinder return	- 5,060.00
100	Brenntag	w/s	Invoice correction	- 924.04
101	Orkin	Office other	Orkin Aire	21.85
102	Foodland	Office other	Supplies, Christmas turkeys	1,272.77

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**419,478.63**



# MINUTES OF MEETING

FINANCE

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**JANUARY 11, 2024 – 1:00 PM**

A meeting of the Bonavista Town Council Finance Committee was held on Thursday, January 11, 2024, at 1:00 p.m. in the Council Chambers. Mayor Norman, Councillor Hiscock, Councillor Tinkham, and Councillor Randell were present in the Chambers. 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:

CAO presented the 2024 budget to members of the Finance Committee. Overall, there was an increase of approximately \$220,000 in revenue due to an increase in property values, business tax and the Municipal Operating Grant. The increase was allocated among the various expense categories of the budget. A discussion arose regarding priorities for 2024. No increases in taxes are proposed.

*Recommendation: To approve the 2024 budget as presented.*

Since there was no further business to be discussed, the meeting adjourned at 1:45 p.m.





# MINUTES OF MEETING

EXECUTIVE

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**JANUARY 4, 2024 – 3:30 PM**

A meeting of the Bonavista Town Council Executive Committee was held on Thursday, January 4, 2024, at 3:30 p.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, Kirk Way, DEO, 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:

**Office staffing**– A discussion arose regarding staff coverage in the front office and the need to train another person in office duties.

*Recommendation: to post a job ad for an office clerk (casual/call-in), with the possibility of future full-time employment.*

**Leave of absence request** – A leave of absence request from a seasonal labourer was reviewed. A discussion arose regarding operational requirements and the availability of qualified replacement staff. If approved, there would be a stipulation that the employee is not to return during the 12-month period.

A discussion arose regarding the challenge of hiring of replacements, or part-time workers while ensuring all union members are working before bringing on AEC workers. CAO will arrange a meeting with the Union to discuss.

*Recommendation: To approve the leave of absence for a 12-month period.*

Since there was no further business to be discussed, the meeting adjourned at 4:14 p.m.