



COPY.

MINUTES OF MEETING

July 28, 2025 – 6:00 PM

Call meeting to order/adoption of agenda: -

A regular meeting of the Bonavista Town Council was held on Monday, July 28, 2025, at 6:00 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, Barry Randell, and Colleen Tinkham were present in the Chambers. CAO Stephanie Lodge, and ECHO Crystal Fudge 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 July 28, 2025, be adopted as read. Motion carried unanimously.

Delegations/Proclamations/Presentations: - None

Adoption of minutes: -

It was moved by Councillor Hiscock and seconded by Councillor Tinkham that the minutes of the meeting held on June 16th be adopted as read. Motion carried unanimously.

Business arising from the minutes: -

- CAO to request a meeting with Minister Loveless to discuss the condition of provincial roads throughout the community as well as the condition of Walkham's bridge.
- DEO stated the condition of the retaining wall at 93 Red Point Road has not deteriorated any further. Due to time and budget constraints, repairs will not be completed this year.
- Church Street Festival – A complaint was received regarding a food truck setting up in Town, prior to the Makers Market. ECHO stated the truck had obtained a vendors permit for the temporary set up.
- The Grand Opening for the YMCA at the Wellness Centre will be on September 26th.

Ratification of Motions from Privileged Meeting: -

- Clerk/Typist Position: It was moved by Councillor Hiscock and seconded by Councillor Tinkham to hire Hope Russell for the Clerk/Typist (casual, call-in) job position effective August 11, 2025. Motion carried unanimously.
- Collective Agreement between Town of Bonavista and C.U.P.E Local 1839 - Councillor Phillips left the meeting at 6:26 p.m. due to a conflict of interest. A new Collective Agreement for the period July 1, 2025, to June 30, 2028 was presented by the Negotiating Committee of Council.

It was moved by Councillor Hiscock and seconded by Councillor Tinkham to move into a privileged meeting at 6:40 p.m. Motion carried unanimously.



MINUTES OF MEETING

July 28, 2025 – 6:00 PM

It was moved by Councillor Hiscock and seconded by Councillor Tinkham to move back into the regular meeting at 6:46 p.m. Motion carried unanimously.

It was moved by Councillor Hiscock and seconded by Councillor Tinkham to approve the Collective Agreement as negotiated between C.U.P.E and the Negotiating Committee of Council with all changes as stated agreed to and proofread including a wage package as follows:

July 1, 2025	4.0%
July 1, 2026	4.0%
July 1, 2027	3.0%
July 1, 2028	3.0%

And a taxable signing bonus of \$500 for all employees.

Arena Attendant, Mr. Perry Chaulk will become a full-time employee as he has been working year-round since November 7, 2023.

Motion carried unanimously.

Councillor Phillips returned to the meeting at 6:47 p.m.

- Train removal: Two options to remove the train on Station Road were presented:
 - Quote received from Newco Metal Auto Recycling to demolish and remove the train for a total cost of \$23,000.
 - Sell the train to the Railroad Equipment Restoration Association of Canada (RERA) for \$1.00. The RERA would then be responsible for site maintenance and safety and would assume all risk related to the site. The train would be removed from the site by Spring 2026 and preserved for museum display in another location.

All Councillors were given an opportunity to present their opinion on the removal of the train.

It was moved by Councillor Randell and seconded by Deputy Mayor Butler to rescind the motion that was passed on May 20, 2025 to remove the train on Station Road. The motion failed with 3 votes in favour (Deputy Mayor Butler, Councillors Randell and Phillips), and 4 votes against (Mayor Norman, Councillors Hiscock, Abbott, and Tinkham).

It was moved by Councillor Hiscock and seconded by Councillor Tinkham to accept the proposal submitted by the Railroad Equipment Restoration Association of Canada (RERA) and sell the train on Station Road to the RERA for \$1.00 with an estimated removal timeframe of Spring 2026. A legal sales agreement outlining the details will be signed to finalize the transaction. Motion carried with 4 votes in favour (Mayor Norman, Councillors Hiscock, Abbott, and Tinkham) and 3 votes against (Deputy Mayor Butler, Councillors Randell and Phillips).



MINUTES OF MEETING

July 28, 2025 – 6:00 PM

Committee Reports: -

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

RV parking complaints – this issue requires further discussion amongst Council.

It was moved by Councillor Hiscock seconded by Councillor Abbott to adopt the Tourist Accommodations Tax Bylaw. Motion carried unanimously.

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

Administrative Notes: -

- Water Treatment Study update – CBCL should have the final report completed within the next month.
- Playground surveillance: It was moved by Councillor Hiscock and seconded by Councillor Tinkham to purchase new surveillance equipment for the playground as quoted by Boyce Tech for \$4,988.00. Motion carried unanimously.
- 2025 Municipal Election:
 - Rates of pay for Returning Officer, Alternate Returning Officer, Deputy Returning Officers, and Poll Clerks for the upcoming General Election which will be held on October 2, 2025: It was moved by Councillor Hiscock and seconded by Councillor Abbott to pay the Returning Officer \$430.00 per day for Nomination Day and Election Day; to pay the Alternate Returning Officer \$305.00 for Election Day; to pay the Deputy Returning Officers \$305 for Election Day and the Poll Clerks \$275.00 for Election Day; and to pay \$200.00 for Poll Booths. Motion carried unanimously.
 - Advance poll: It was moved by Deputy Mayor Butler and seconded by Councillor Randell to hold an advance poll at the Town Hall, date to be determined. The rates of pay for Returning Officer, Alternate Returning Officer, Deputy Returning Officer, and Poll Clerk will be the same as election day rates. Motion carried unanimously.
 - Nomination Day will be held on September 11, 2025.
 - Alternate Returning Officer - It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler to appoint Crystal Fudge as ARO for the 2025 election. 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 Tinkham and seconded by Councillor Randell that these bills in the amount of \$241,503.52 be paid. Motion carried unanimously.

Permits:- Summary was reviewed and no issues were noted.



MINUTES OF MEETING

July 28, 2025 – 6:00 PM

- Demo permit application 39-43 Red Point Road: This application will be reviewed at the next meeting.
- Excavation/backfill permit application 151 Red Point Road: Permit approved, however no future development permits will be issued for this property due to adjacent wetland preservation.
- Bicycle Picnic Café Liquor License: It was moved by Councillor Tinkham and seconded by Deputy Mayor Butler to approve this request. Motion carried unanimously.
- Bonavista Brewing Co. License Extension: Mayor Norman left the meeting at 7:43 due to conflict of interest. Deputy Mayor Butler assumed the role of Chairperson for the meeting. It was moved by Councillor Hiscock and seconded by Councillor Tinkham to approve the extension of the liquor license to permit regular table service in the backyard during regular business hours. To minimize potential disruption to neighbouring residential properties, there should be no outdoor parties or private events, no amplified music, and projected lighting must be directed away from residential properties. Motion carried unanimously.

Mayor Norman returned at 7:51 pm and resumed the role of chairperson.

Correspondence:-

From	Date	Regarding	Action/Resolution
Harbour Fall Fest	July 2025	Sponsorship	Councillor Tinkham left due to conflict of interest at 7:51 pm. It was moved by Councillor Randell and seconded by Deputy Mayor Butler to become a Pumpkin Spice sponsor at a cost of \$2,000.00 for the 2025 Harbour Fall Festival. Motion carried unanimously. Councillor Tinkham returned to the meeting at 7:52.
Judy Sheppard	July 3, 2025	11-15 Joy's Lane Concern	N/A – Outside of municipal purview.
Barry Cooper	June 19, 2025	Meeting request	Information has been sent to Mr. Cooper regarding the issue, therefore a meeting is not required.

Notice of Motions: None

Councillors' Concerns: -

Mayor Norman's concerns: -

1. Food Bank – ECHO to Follow up with Rev. Amanda to arrange a meeting.
2. Childcare at Discovery Collegiate – Renovations are currently underway.
3. Business signage around town: Mayor Norman suggested Management draft a bylaw for review at the next meeting.

Councillor Phillips retired from the meeting at 8:00 pm.



MINUTES OF MEETING

July 28, 2025 – 6:00 PM

Councillor Tinkham's concerns: -

1. Councillor Tinkham extended thanks to Crystal (ECHO) and Amy (Tourism & Communications) for organizing another successful Church Street Festival.

Councillor Hiscock's concerns: - None

Councillor Abbotts' concerns: - None

Councillor Randell's concerns: - All concerns have discussed during the meeting.

Deputy Mayor Butler –

1. Children playing sign request– It was stated that these signs are not erected by the Town.
2. Paving – Deputy Mayor Butler questions why cuts are being made and not repaired right away. This will be passed to the DEO.
3. Parking in front of 1 Fitzgerald's Lane – It was decided to install 'No Parking' signs on the fence.
4. Long Lane ditch – needs to be cleaned out. This will be passed to the DEO.

Since there was no further business to be discussed, it was moved by Councillor Randell that the meeting be adjourned at 8:10 p.m.

Stephanie Lodge, CAO/Clerk



MINUTES OF MEETING

TOURISM & CULTURE COMMITTEE

June 25, 2025 – 3:30 PM

A meeting of the Bonavista Tourism and Culture Committee was held on Wednesday, June 25th, at 3:30 p.m. in the Council Chambers. Mayor John Norman, Councillor Colleen Tinkham, and Councillor Abbott were in attendance. Crystal Fudge, Economic, Cultural and Heritage Officer (ECHO) and Stephanie Lodge, Chief Administrative Officer (CAO), were also present at the meeting.

Councillor Tinkham called the meeting to order at 3:30 PM.

Tourism Maps – There are not enough tourism maps available for the rest of this year. ECHO wanted to ensure that the committee did not want any changes before ordering more maps.

RECOMMENDATION: ECHO will reorder maps. No changes or updates are required on the maps at this time. They will be reviewed again for necessary changes before the next tourism season.

RV Parking Complaints – A letter from a resident of Bonavista was received regarding overnight parking and camping in locations such as Sweetland's Bank and Moses Point. The resident expressed concerns that RVs are parking overnight in inappropriate areas and suggested that the town should install signage to guide them to suitable parking locations.

RECOMMENDATION: The Public Works Department will place signs in key areas to discourage overnight parking in these locations and will direct campers to Landfall Park. Additionally, ECHO will create a social media post and develop a dedicated RV page on the website, including a notice about the prohibition of overnight parking.

Accommodations - ECHO has received many inquiries regarding the approval of accommodation 'pods' in the community. The Short-Term Rental Regulations do not pose a problem for allowing these pods; rather, the concern lies in permitting accommodations that do not meet the minimum building requirements outlined in the Town of Bonavista Development Regulations.

RECOMMENDATION: The committee recommends discussing this in relation to the new municipal plan and considering the inclusion of pods under the "camping" category. Since these pods do not meet



MINUTES OF MEETING

TOURISM & CULTURE COMMITTEE

June 25, 2025 – 3:30 PM

the minimum square footage requirements for development, they would be classified as mini or tiny homes. Therefore, categorizing them under camping would be the most appropriate option.

Tourism Levy - A draft of the Tourist Accommodations Tax Bylaw was presented and reviewed by the committee.

RECOMMENDATION: It is recommended to adopt the bylaw as it stands and to consult with the town lawyer about the possibility of adding provisions for cutting services due to non-compliance. Once the bylaw is approved, a public statement will be issued to inform residents and business owners about the implementation of the tax. This statement will include details on how the funds will be utilized.

Cruise Ship Update –ECHO is now collaborating with the new Tourism and Communication Coordinator and Cruise NL to host the first ship in September.

Councillor Concerns: *No concerns*

Since there was no further business to discuss, the meeting adjourned at 4:22 p.m.

Town of Bonavista
Bills Presented for Approval
Council Meeting
July 28, 2025

	Vendor	Department	Description	Amount
1	GJM Enterprises Ltd.	P. Works	Brushcutter and supplies	620.97
2	Dicks & Company	Office	Supplies	792.05
3	Newfoundland Power	Misc.	June Bill	8,313.48
4	Credit Recovery Ltd.	Office other	Collection fees	264.50
5	JCL Investments Inc.	Roads	Concrete	1,692.80
6	EMCO Waterworks	W&S	Equipment	1,286.53
7	R&J Advertising	Recreation	Advertisement	25.00
8	R&J Advertising	W&S	Advertisement	25.00
9	Battlefield Equipment Rentals	Roads	Drill and batteries	494.44
10	RFS Canada	Office	Lease	567.96
11	J.T Swyers Company Ltd.	Misc.	May statement	2,865.14
12	Lloyd D. Stagg	Stadium	Mileage	50.00
13	Andrew Fisher	P. Works	Mileage	50.00
14	Gary Marsden	Recreation	Mileage	50.00
15	Boyce Tec	Office	Deposit - Computer upgrades	2,801.52
16	Long & McQuade	Misc.	PA Equipment	5,606.78
17	JCL Investments Inc.	Roads	Concrete	1,692.80
18	J-1 Contracting	Roads	Asphalt	2,888.80
19	NL Breathing Air Inc.	Fire	Repairs	687.13
20	Brenntag Canada Inc.	W&S	Chlorine & Cylinders	11,369.98
21	EMCO Waterworks	W&S	Fire Hydrant	4,886.35
22	Sweetland's Aggregate	Roads	Rental	1,725.00
23	Valmin Fire Protection Ltd.	Office other	Fire extinguisher inspection	979.80
24	Amazon	Office	Office supplies	136.75
25	Wolseley Canada Inc.	W&S	Parts	5,116.60
26	GJM Enterprises Ltd.	P.Works	Chisel Blade	37.36
27	Apex Construction Specialties	P.Works	Parts	52.90
28	Foodland	Office other	Supplies	284.64
29	Honda	Roads	Parts	139.71
30	Marsh's Taxi	Misc.	Delivery Fees - April	115.00
31	Safety Source	Fire	Parts	879.75
32	Dicks & Company	Office	Office furniture	1,552.49
33	Dicks & Company	Office	Office furniture	872.85
34	J-1 Contracting	Roads	Asphalt	2,870.40
35	J-1 Contracting	Roads	Asphalt	3,017.60
36	Brenntag Canada Inc.	W&S	Credit	- 5,520.00
37	Wolseley Canada Inc.	W&S	Parts	373.43
38	Windco	Office others	Town flags	2,565.65
39	Lloyd D. Stagg	Stadium	Mileage	50.00
40	Gary Marsden	P. Works	Mileage	40.00
41	Kirk Way	Roads	Mileage - June	273.60
42	Andrew Fisher	P. Works	Mileage	30.00
43	Grace Phillips	Office	Mileage - June	76.50

44	Bulldog Contracting Ltd.	Roads	Rental	1,656.00
45	Bonavista Cabs	Misc.	Delivery fees May	57.50
46	Bonavista Cabs	Roads	Delivery fees April	86.25
47	Newfoundland Power	St. Lights	June Bill	9,732.71
48	Cameron Instruments Inc.	W&S		27,015.68
49	Irving Oil Limited	W&S	June bill	490.26
50	Big Erics	P. Works	Hand Sanitizer	108.82
51	J-1 Contracting	Roads	Asphalt	2,668.00
52	Sticker Canada	Recreation	Stickers	172.00
53	Amazon	W&S	Equipment	75.89
54	Amazon	W&S	Equipment	125.34
55	Amazon	W&S	Parts	206.72
56	Eastchem NL Inc.	W&S		282.90
57	Big Erics	P. Works	Garbage bags	220.71
58	C&C Distributors	Misc.	June Bill	1,357.23
59	Ellis Convenience	Fire	June Bill	139.94
60	Paint Shop Bonavista	P. Works	Paint	84.80
61	JCL Investments Inc.	Roads	Concrete	1,324.80
62	JCL Investments Inc.	Roads	Concrete	1,251.20
63	Paint Shop Bonavista	P. Works	Paint Supplies	26.28
64	P.K's Restaurant	W&S	Meal during water leak repair	180.64
65	Mills Pittman Twyne Law Offices	Office other	Professional fees	2,388.75
66	Orkin Canada	Legacy	Pest Control	235.41
67	Raymond Guy & Sons Ltd.	W&S	June Bill	954.16
68	Andrew Fisher	P. Works	Mileage	40.00
69	Gary Marsden	P. Works	Mileage	40.00
70	Lloyd D. Stagg	Recreation	Mileage	40.00
71	Canada Post	Office other	Postage	100.68
72	Canada Post	Office other	Postage	117.46
73	Canada Post	Office other	Postage	117.46
74	Crewe's Garage	Roads	June statement	1,547.08
75	Crewe's Garage	Fire	June statement	1,169.22
76	Dollar Store	Office other	Zip ties	15.53
77	Crystal Fudge	Office other	Reimbursement	23.74
78	Paint Shop Bonavista	P. Works	Paint	158.10
79	Amazon	Office other	AC Unit	435.15
80	Amazon	Office other	Name plates	37.50
81	Amazon	Office other	Window squeegee	43.87
82	R&J Advertising	Office	Job posting	98.00
83	Xplore	Fire	June bill	126.49
84	Bell Aliant	Fire	June bill	100.53
85	Bell Aliant	Fire	June bill	110.25
86	Bell Aliant	Museum	June bill	109.44
87	Bell Aliant	W&S	June bill	393.67
88	Foodland	Office other	Supplies	213.32
89	Municipal Assessment Agency	Office	Assessment fees	17,686.00
90	Cal LeGrow	Misc.	Renewal of insurance	82,599.45
91	Windco	Office other	Flags	284.98

92	Vardy Villa Limited	Sanitation	June collection	21,160.00
93	Kim's Flowers	Office other	Wreath	69.00
94	Lloyd D. Stagg	Recreation	Mileage	50.00
95	Gary Marsden	P. Works	Mileage	50.00
96	Andrew Fisher	P. Works	Mileage	40.00
97	Perry Chaulk	P. Works	Mileage	30.00
98	JCL Investments Inc.	Roads	Concrete	953.35

241,503.52
