



MINUTES OF MEETING

August 27, 2025 – 4:00 PM

Call meeting to order/adoption of agenda: -

A regular meeting of the Bonavista Town Council was held on Wednesday, August 27, 2025, at 4:08 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, 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 Phillips that the agenda of the meeting held on August 27, 2025, be adopted with an amendment to include correspondence from the Townscape Foundation. 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 July 28th, 2025 be adopted as read. Motion carried unanimously.

Business arising from the minutes: -

➤ **None**

Committee Reports: -

Recreation Committee Meeting– Presented by Councillor Abbott (see attached minutes)

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

Councillor Abbott stated that the planned opening date for the stadium is September 29th, however it is possible that there will be a delay due to the current water ban.

The Town's Terry Fox run has been cancelled, however Matthew Elementary will still be holding their annual walk.

Administrative Notes: - Meeting paused at 4:32pm due to loss of internet. Meeting resumed at 4:37pm.

- 2025 Capital Works: It was moved by Councillor Tinkham and seconded by Councillor Randell to apply for cost-shared funding through the Municipal Capital Works Call for Applications with the Municipal Infrastructure Division of the Department of Transportation and Infrastructure for the following project scopes and values:

- | | |
|----------------------------------|----------------|
| 1. New Maintenance Depot Phase 1 | \$2,119,921.62 |
| 2. Sharpe's Lane W/S Upgrades | \$437,098.27 |



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The Town of Bonavista agrees to provide its share of the cost-shared funding for this project should it be selected for funding and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town. The Town's share of the funding for the projects are as follows:

- | | |
|----------------------------------|--------------|
| 1. New Maintenance Depot Phase 1 | \$658,364.00 |
| 2. Sharpe's Lane W/S Upgrades | \$67,873.00 |

Motion carried unanimously.

It was also decided to obtain a quote for Rocky Drung Extension water/sewer upgrades for possible inclusion into this years' application.

Municipal Plan Update – Public Consultation #2 is scheduled for September 8, 2025 at 7:00 pm at the Firehall. There will also be a short pre-presentation for Councillors, to be held in the Chambers.

Advance poll date – The advance poll will be held on Wednesday, September 24, 2025 from 8:00am-8:00pm

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 Deputy Mayor Butler that these bills in the amount of \$404,677.28 be paid. Motion carried unanimously.
2. The Finance Committee of Council presented the financial statements for the Town of Bonavista for the year ended December 31, 2024. It was stated the Town is in a healthy financial position, and no major issues were noted during the audit process. It was moved by Councillor Randell and seconded by Councillor Hiscock to approve the Town of Bonavista Financial Statements for the year ended December 31, 2024, as prepared by the independent auditor, Jordan Penney (formerly Richard Power). Motion carried unanimously.
3. The following are recommendations from the Auditor that were identified in the audit. These suggestions would increase efficiency throughout the audit as well as in daily office operations. Council agreed to implement the following by January 1, 2026:
 - a. *Consolidation of banks or separation of GL accounts:* A discussion arose around the difficulties with direct deposit payroll services at the Credit Union. It was decided to begin the process of opening accounts with RBC and closing all Credit Union and Scotiabank accounts. CAO to begin the switch with the help of office staff.
 - b. *Payroll:* The efficiencies of automated payroll were discussed. It was decided to streamline the payroll process by using the payroll module in TownSuite. CAO to begin the switch with the help of office staff.
4. The Tax Recovery Action Plan for the fiscal year 2024 was presented by the Finance Committee of Council. It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler to approve



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the 2024 Tax Recovery Plan for collection of arrears of taxes for previous years as presented. Motion carried unanimously.

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

- Shed Demo permit application 39-43 Red Point Road: It was moved by Deputy Mayor Butler and seconded by Councillor Randell to approve this application (shed only, demo of house not permitted). Motion carried unanimously.
- Lovely Grand Bakeshop Liquor License: It was moved by Councillor Randell and seconded by Deputy Mayor Butler to approve this request. Motion carried unanimously.

Correspondence:-

From	Date	Regarding	Action/Resolution
Cancer Relay Planning Committee	July 9, 2025	Donation	It was moved by Deputy Mayor Butler and seconded by Councillor Phillips to donate \$1,000.00 to the Bonavista and Area Relay 2025. Motion carried unanimously.
Citizens Crime Prevention Association NL	July, 2025	Advertisement space	It was moved by Councillor Hiscock and seconded by Councillor Tinkham to purchase an advertisement in The Citizens Crime Prevention Association of NL's digital publication "Bullying Awareness Guide" in the amount of \$235.00. Motion carried unanimously.
Barry and Carolyn Hollohan	August 12, 2025	59 Rolling Cove Road	Deterioration of property causing safety and health risks. It was decided to issue an order to the owner regarding the violation of the Occupancy and Maintenance Regulations with an estimate of the work required.
Bonavista Historic Townscape Foundation	August 26, 2025	Church Street North Redevelopment	It was moved by Councillor Randell and seconded by Councillor Tinkham to contribute \$50,000 to the Bonavista Historic Townscape Foundation for the Redevelopment of Church Street North Project. Motion carried unanimously.

Notice of Motions: None

Councillors' Concerns: -

Mayor Norman's concerns: - None

Councillor Phillips:-

1. Speedbumps on Sebastian Drive – Complaint regarding location of speedbumps. It was stated this was a pilot project, and the location can change next year.
2. Tax auction – Councillor Phillips asked if the town could sell agriculture land. It was stated that the land in question is not legally owned by the person who grew a vegetable garden on the land. Therefore, as a method of tax collection, the Town has chosen to auction the parcel of land. The resident can then place a bid on the land if they wish to purchase it.



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3. Roll's Hill – Councillor Phillips questioned why this road has not been repaired and if it had anything to do with conflict between a manager and a resident on the street. It was clarified that all roads are prioritized. This small road is not in bad shape compared to others, has only a few houses, and is not a high traffic road and will therefore not be repaired this season.
4. Denial of Air BnB on Fitzgerald's Lane – Councillor Phillips questioned why a nightly rental was denied on Fitzgerald's Lane because of parking space. It was stated this is not the case, and the Air Bnb application in question did not meet the short-term accommodations regulations and was therefore denied.

Councillor Tinkham's concerns: -

1. The Harbour Fest pre-event is taking place Thursday, August 28 from 7-9 and will include free admission, music, drinks and food.

Councillor Hiscock's concerns: -

1. Management meeting – It was moved by Councillor Hiscock and seconded by Councillor Tinkham to give Management Staff of Council namely the CAO/Clerk, DEO, ECHO, Confidential Secretary, and the Director of Recreation and Community Services the same wage increase and bonus as was approved in the 2025-2029 Collective Agreement, to increase ECHO salary by \$2,300.00 to compensate for extra duties, and to provide the CAO, DEO and ECHO three floater days per year as these positions do not track extra time worked, or receive overtime pay. The Confidential Secretary may take time in lieu or receive pay for extra time worked. Motion carried; however, Councillor Phillips was contrary to the motion.
2. New development application (Elliston Road) – As this is a rural zone with no development permitted, the property owner needs to complete a zoning amendment application.

Councillor Abbotts' concerns: -

1. Update on water supply – Water level continues to decrease. Town Staff will continue to monitor levels and residents need to continue to conserve water. More public advisories will be posted.

Councillor Randell's concerns: -

1. Councillor Randell will continue to advocate the province regarding road repairs and repairs to Walkham's Gate Bridge.

Deputy Mayor Butler –

1. Foodbank issues – The foodbank currently does not have a location or an organization to run its operation. Suitable buildings and organizations were contacted but a solution has not yet been found.



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2. Wellness Centre parking – The Healthy Authority has a plan to add more parking spaces. CAO to reach out to the Authority for an update.

Since there was no further business to be discussed, it was moved by Councillor Randell that the meeting be adjourned at 6:06 p.m.

Stephanie Lodge, CAO/Clerk

Town of Bonavista
Bills Presented for Approval
Council Meeting
August 27, 2025

	Vendor	Department	Description	Amount
1	OMB Parts & Industrial Ltd.	Office	Mop heads	18.39
2	Bonavista Print Studio	Recreation	Hockey replacement signs	575.00
3	Wolseley Canada Inc.	W&S	Parts	148.35
4	Cameron Instruments	W&S	Correlator	27,015.68
5	Paintshop	P. Works	Paint	79.05
6	Paintshop	P. Works	Molding	6.20
7	Paintshop	P. Works	Paint	320.21
8	Newfoundland Power	St. Lights	July Street lights	10,504.39
9	Irving Oil Limited	W&S	July statement	366.46
10	Ellis Gas & Convenience Ltd	Fire	Fuel - July	175.03
11	C&C Distributors Limited	Sanitation	Fuel - July	998.92
12	Brine Contracting Ltd.	W&S	Concrete cut	488.75
13	Bonavista Flowers & Gifts	P. Works	2025 Plants	17,373.41
14	Bonavista Flowers & Gifts	Fire	Memorial Day wreath	74.75
15	Big Erics	P. Works	T. Paper dispenser	78.95
16	Lloyd D. Stagg	Recreation	Mileage	50.00
17	Gary Marsden	P. Works	Mileage	50.00
18	Grace Phillips	Office	Mileage	30.60
19	Faye Lander-Harris	Office	Mileage	30.60
20	Raymond Guy & Sons Ltd.	W&S	Delivery fees	588.40
21	Technical Rope & Rescue Inc.	Fire	Equipment	763.60
22	K&D Pratt	Roads	Inspections	229.47
23	Coastline Specialties Limited	Recreation	Belt seat	431.25
24	Big Erics	P. Works	Toilet paper	174.78
25	Bonavista Print Studio	Roads	Signage	920.00
26	Bonavista Print Studio	Roads	Signage	66.70
27	MANL	Office other	Registration & Renewal	735.00
28	Amazon	Roads	Ear plugs	87.40
29	Boyce Tec	Office other	Computer	1,903.85
30	Battlefield Rental	Roads	Battery	207.00
31	Battlefield Rental	Roads	Starter kit	195.44
32	Toromont Cat	Roads	Parts	422.19
33	Toromont Cat	Roads	Parts	77.36
34	Craigs Locksmithing	Sanitation	Locks & Keys	198.21
35	Mills, Pittman, Twyne Law Off.	Office other	Professional fees	2,212.74
36	JCL Investments Inc.	Roads	Manhole structure	500.25
37	Wolseley Canada Inc.	W&S	Materials	5,449.02
38	Orkin Canada	Legacy	Pest Control	235.41
39	Amazon	Office other	Refund	- 5.26
40	Edible NL	Office other	Ad	1,940.62
41	Stewart McKelvey	Office other	Professional fees	3,770.85
42	Stewart McKelvey	Office other	Professional fees	596.79
43	Canadian Tire	Office other	Tent	229.99
44	Survey Monkey	Office other	Survey	136.85

45	GJM Enterprises Ltd.	Office other	Propane	277.92
46	Audreys Grocery	Office	BBQ Supplies	499.22
47	Grainger Canada	Fire	Battery	94.74
48	Long McQuade	Office other	Equipment	419.68
49	Mercer's Marine Equip. Ltd.	Roads	Clothing	195.44
50	Mercer's Marine Equip. Ltd.	Roads	Clothing	134.09
51	Brenntag Canada Inc.	W&S	Soda Ash	5,186.50
52	Brenntag Canada Inc.	W&S	Chlorine	11,369.98
53	Telus Mobility	Misc.	June Bill	312.66
54	Credit Recovery Ltd.	Office	June bill	143.30
55	Lloyd D. Stagg	Recreation	Mileage	40.00
56	Gary Marsden	P. Works	Mileage	40.00
57	Andrew Fisher	P. Works	Mileage	40.00
58	Toromont Cat	Roads	Parts	161.31
59	Amazon	Roads	Repair parts	175.70
60	Amazon	Roads	Repair parts	29.88
61	Coastline Specialties Limited	Recreation	Seats	1,247.75
62	J.T. Swyers Co. Ltd.	Misc.	June statement	2,801.06
63	Newfoundland Power	Misc.	July Bill	6,657.59
64	Big Erics	P. works	Soap	306.94
65	Bell Aliant	Fire	July bill	100.86
66	Bell Aliant	Fire	July bill	110.34
67	Bell Aliant	Museum	July bill	112.04
68	Bell Aliant	W&S	July Bill	394.00
69	Crewe's Garage Ltd.	Fire	Repairs	571.11
70	Crewe's Garage Ltd.	Fire	Repairs	160.27
71	Orkin Canada	Sanitation	Monthly pest control	695.15
72	Xplore	Fire	July bill	126.49
73	Government of NL	Recreation	Lease	1.15
74	Lloyd D. Stagg	Recreation	Mileage	50.00
75	Andrew Fisher	P. Works	Mileage	40.00
76	Gary Marsden	P. Works	Mileage	40.00
77	Gary Marsden	P. Works	Mileage	50.00
78	Lloyd D. Stagg	Recreation	Mileage	50.00
79	CPWA	P. Works	Conference	172.50
80	CPWA	P. Works	Conference	172.50
81	Sweetland's Aggregate	Capital works	Confederation Drive	251,888.99
82	Mercer's Marine Equip. Ltd.	Roads	Clothing	322.48
83	Construction Signs Limited	Roads	Construction signs	920.00
84	Andrew Fisher	P. Works	Mileage	50.00
85	Perry Chaulk	Roads	Mileage	15.00
86	GJM Enterprises Ltd.	Recreation	Quick Links	19.16
87	Orkin Canada	Office other	Monthly aire	24.15
88	Ricoh	Office	Printer usage	724.21
89	Telus Mobility	Misc.	July bill	439.93
90	Marsh's Taxi	Misc.	June statement	57.50
91	Dick's & Company	Office	Supplies	86.18
92	Lloyd D. Stagg	Recreation	Mileage	50.00
93	Gary Marsden	P. Works	Mileage	50.00

94	Red Circle	Office other	BBQ Supplies	208.00
95	Advocate	Office Other	Maps	3,583.40
96	Quadient	Office	Printer lease	563.51
97	Orkin Canada	Office other	Monthly aire	24.15
98	Canva	Office other	Yearly subscription	199.90
99	Dick's & Company	Office	Supplies	735.08
100	Paintshop	Roads	Paint	29.30
101	Amazon	Office	Supplies	281.05
102	Amazon	Office	Supplies	465.73
103	Foodland	Office	Kitchen supplies	348.30
104	Andrew Fisher	P. Works	Mileage	40.00
105	Vardy Villa Limited	Sanitation	July collection fees	21,390.00
106	Bonavista Cabs	Misc.	Delivery Fees	115.00
107	Newfoundland Power	Misc.	August bill	6,622.02
108	HGO Automotive Ltd	Roads	Repairs	181.23
109	Stewart McKelvey	Office Other	Professional fees	83.95

402,951.04
